CITY CLERK

CITY OF AUBURN WASHINGTON

City Council Study Session Muni Services SFA
August 12, 2024 - 5:30 PM
City Hall Council Chambers
AGENDA
Watch the meeting LIVE!

Watch the meeting video
Meeting videos are not available until 72 hours after the meeting has concluded.

I. CALL TO ORDER

II. PUBLIC PARTICIPATION

A. Public Participation

The Auburn City Council Study Session Meeting scheduled for Monday, August 12, 2024 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:
To view the meeting virtually please click the below link, or call into the meeting at the phone number listed below. The link to the Virtual Meeting is:

https://www.youtube.com/user/watchauburn/live/?nomobile=1

To listen to the meeting by phone or Zoom, please call the below number or click the link:

Telephone: 253 205 0468
Toll Free: 888 475 4499
Zoom: https://us06web.zoom.us/j/81324515200

B. Roll Call

III. AGENDA MODIFICATIONS

IV. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

A. REDI Report Out

V. MUNICIPAL SERVICES DISCUSSION ITEMS

A. Fireworks Update (Caillier) (10 Minutes)
2024 Fireworks After Action Report

VI. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Ordinance No. 6946 (Gaub) (5 Minutes)
An Ordinance granting to New Cingular Wireless PCS, LLC, a Delaware Limited Liability Company, a Franchise for Small Wireless Facilities Telecommunications

B. Economic Development - 2nd Quarter 2024 Update (Krum) (20 Minutes)

C. Ordinance No. 6945 (Thomas) (15 Minutes)

An Ordinance amending the City's 2023-2024 Biennial Operating and Capital Budgets

D. Resolution No. 5780 (Krum) (90 Minutes)

A Resolution accepting the Planning Commission's recommendation on the Comprehensive Plan Land Use Element, Housing Element, Economic Development Element, Historic Preservation Element, and Climate Action Element for the purpose of providing support to draft Development Regulations that implement these Elements

E. Resolution No. 5782 (Council) (60 Minutes)

A Resolution amending the City Council Rules of Procedure

VII. ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (http://www.auburnwa.gov), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.

CITY OF AUBURN WASHINGTON

AGENDA BILL APPROVAL FORM

Agenda Subject:
Fireworks Update (Caillier) (10 Minutes)

Date:
August 7, 2024

Department:
Police Department

Attachments:
2024 Fireworks Report

Budget Impact:
Current Budget: $0
Proposed Revision: $0
Revised Budget: $0

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Review of the 2024 Fireworks After Action Report presented by Commander Brandon Skeen. Open to question and answer session following.

Reviewed by Council Committees:

Councilmember: Cheryl Rakes
Staff: Chief Mark Caillier
Meeting Date: August 12, 2024
Item Number:

AUBURN POLICE DEPARTMENT

2024
FIREWORKS REPORT

AUBURN POLICE DEPARTMENT

Background

In 2024, the Auburn Police Department continued to maintain a "zero tolerance" policy on the possession and/or discharge of illegal fireworks in the city. If officers were able to establish probable cause for either possession or discharge of illegal fireworks, they were to cite the appropriate city code. If officers were unable to establish probable cause for a particular individual, and fireworks were present, the fireworks were to be confiscated for destruction. In 2020, the city ordinance was changed to reflect the ability of Officers to issue civil infractions instead of criminal citations for many portions of the related city code.

Objectives (Objectives from 2023 were continued in 2024)

1. **Continue efforts to improve communication and collaborative efforts with representatives from the Muckleshoot Indian Tribe.**

    - Chief Caillier, Assistant Chief Betz and Officer Bush have continued cultivating relationships with the Muckleshoot Tribe through meetings with the Muckleshoot Law and Order Committee. Hailey Mathias was the Fireworks Commissioner and primary point of contact for all issues related to fireworks. Commander Feero provided Hailey's information to Commander Skeen, who was the Commander in Charge of the fireworks plan for 2024. Commander Skeen communicated with Hailey via email and phone numerous times beginning in March of 2024. The purpose of these communications was to discuss the fireworks plan and any changes that may occur at the stands or discharge area compared to 2023. Haily did not express specific concerns related to emphasis patrols or deployment at the stands for July 4th.

    - The tribe (Hailey) communicated well with the city, giving advanced notice of when the fireworks stands were going to be opened for the year and when fireworks were going to start being sold. The Police Department was able to notify citizens of fireworks related information so citizens could plan accordingly.

    - The Tribe continued with the same hours of operation for the stands as 2023. The stands and discharge area were open until 2200 Sunday-Thursday and until 0000 on Friday and Saturday. The Tribe planned to maintain the hours of operation from July 4th to 0200 on July 5th. The Tribe continued their agreement not allowing the discharge of fireworks at the stands after 0200 on July 5th.

2. **Continue with an active Officer presence and enforcement in the neighborhoods with proactive fireworks patrols and response to 911 complaints of fireworks.**

    - Fireworks emphasis patrols started this year on June 7th and ran through July 4th.

    - Auburn PD maintained our deployment of six Officers and a Sergeant at the Stands on July 4th.

    - Auburn PD assigned one Sergeant and six Officers to the north end of the city on July 4th between 1500 and 0100. These officers were also responsible for the city parks and schools in this area.

    - Auburn PD assigned one Sergeant and six Officers to the south end of the city on July 4th between 1500 and 0100. These officers were also responsible for the city parks and schools in this area.

AUBURN POLICE DEPARTMENT

Results

During the 2024 fireworks emphasis (excluding July 4th), eleven Officers and three Sergeants worked a total of 189 hours between June 7th and July 3rd. There were eighteen hours (three shifts) that went unfilled. The days that went unfilled were 6/29/24 and 7/3/24 (two shifts). This may be due to the 29th being the weekend before July 4th and the 3rd having the Emerald Downs firework event.

On July 4th, twelve Officers and two Sergeants were assigned to fireworks emphasis patrols throughout the city, a decrease from sixteen Officers and three Sergeants in 2023. Officers worked as two person units utilizing marked units with the purpose of being highly visible within the community. The deployment was split into six officer elements, supervised by a Sergeant for effective command and control. Deployments were split into north and south with each being responsible for the city parks and schools within their geographical area of responsibility.

Six Officers and one Sergeant were deployed to the fireworks stands for a uniformed police presence and crowd management in and around the discharge area. Several thousand citizens patronized the firework stands and discharge area throughout the day. There were no significant injuries that Auburn PD were made aware of on the evening of July 4th. There were no significant fireworks related injuries at the stands during the week leading up to the holiday. However, there was a small brush fire near the Muckleshoot discharge area on July 3rd.

There were no reported injuries to officers this year.

The peak activity hours for fireworks-related calls occurred between 9:00 p.m. and 12:00 a.m. Emphasis units secured at 0145 hours. The stands were shut down by the fireworks emphasis officers in coordination with Hailey Mathias and fireworks security members, at 1120 hours. It took approximately two hours to effectively clear the discharge area and parking lot.

AUBURN POLICE DEPARTMENT

4TH OF JULY - SNAPSHOT

There was a total of 89 fireworks-related calls for service between **1100 hours on July 4th through 0800 hours on July 5th**.

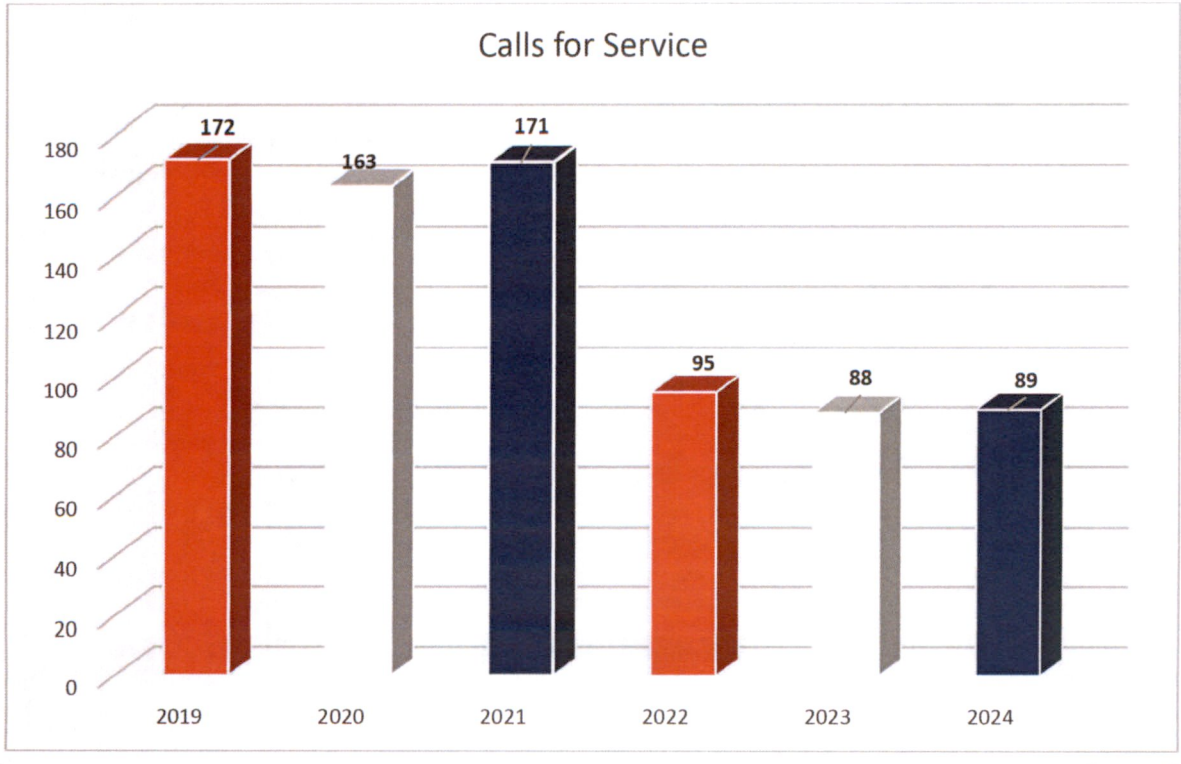
Calls by District:

District 1 - 7
District 2 - 17
District 3 - 25
District 4 - 12
District 5 - 11
District 6 - 17

4TH OF JULY - OVER THE YEARS

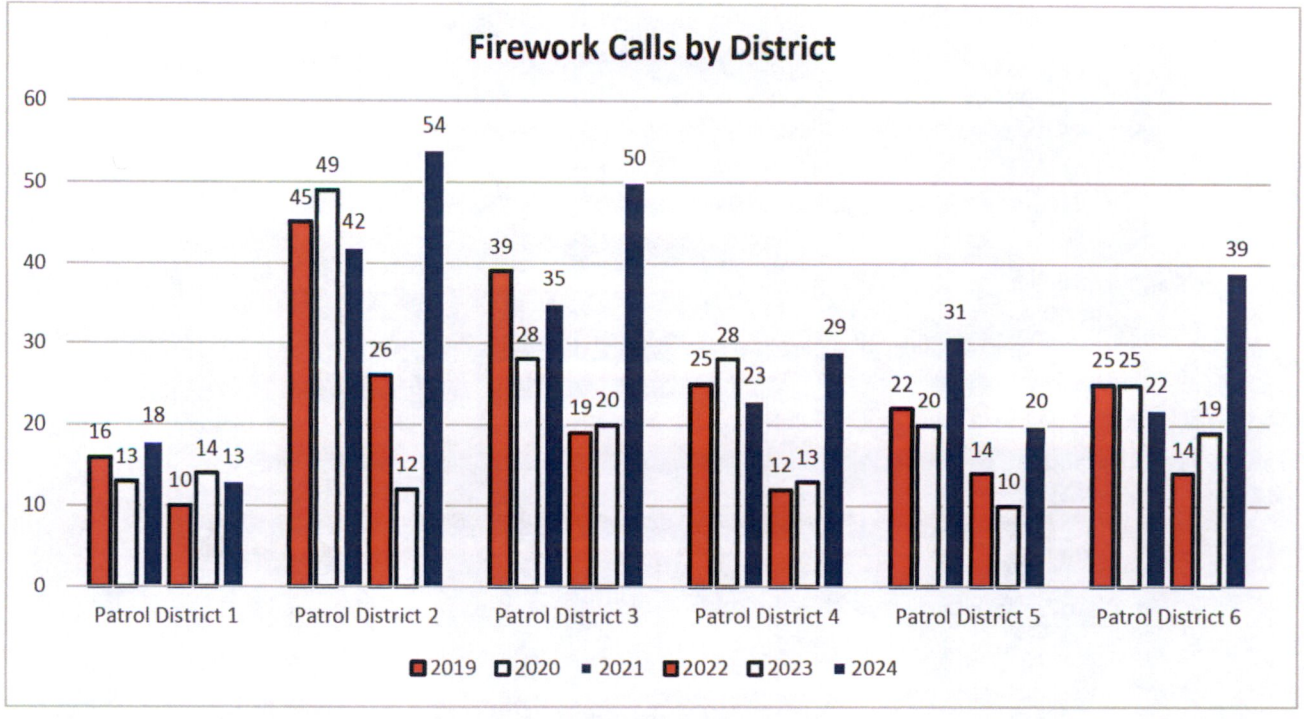
Fireworks calls for activity between 1100 on 7/4 through 0800 on 7/5 for the past five years.

	2019	2020	2021	2022	2023	2024
Calls for Service	172	163	171	95	88	89



AUBURN POLICE DEPARTMENT

4TH OF JULY CALLS BY DISTRICT – OVER THE YEARS



CALLS FOR SERVICE – OTHER VALLEY AGENCIES

This chart shows Auburn in comparison to other valley cities. The numbers below represent fireworks-related calls for service from 1100 on 7/4 to 0800 on 7/5.

	1100 on 7/4/2024 to 0800 on 7/5/2024
Renton	123
Kent	119
Federal Way	112
Auburn	89
Tukwila	33

AUBURN POLICE DEPARTMENT

FIREWORK SEASON – OVER THE YEARS

Calls for service, cases, and arrests over the past five years are captured below.

	6/1/2019 to 7/5/2019	6/1/2020 to 7/5/2020	6/1/2021 to 7/5/2021	6/1/2022 to 7/5/2022	6/1/2023 to 7/5/2023	6/1/2024 to 7/5/2024
Fireworks Calls for Service	390	511	386	265	272	205
Cases Written	6	5	1	1	2	3
Arrests Made	6	0 (some charges filed)	0	0	1	0 (charges filed)

	6/1/2024 to 7/5/2024
Patrol District 1	13
Patrol District 2	54
Patrol District 3	50
Patrol District 4	29
Patrol District 5	20
Patrol District 6	39
TOTAL	**205**

Lessons Learned/Suggested Improvements

A continued emphasis was placed on patrolling city parks and schools on July 4th, with the goal of reducing fireworks debris left behind. The city parks were a popular area for citizens to congregate and discharge fireworks. At one point, emphasis officers were called to Isaac Evans Park where a male subject was reported to be throwing fireworks at people. This person was subsequently arrested. Although this incident occurred during the daytime, physically closing parks at dusk may decrease the potential for trespassing within the park with fireworks. Additionally, turning on sprinklers in the parks may also deter people from congregating in the parks to discharge fireworks after daylight hours. As in years past, it is highly suggested that barricades, closing physical gates, and additional signage are posted by park employees reminding community members of the zero-tolerance stance regarding fireworks and/or trespassing in parks after dusk. These should be considered in the future.

There was an emphasis on education leading up to July 4th. There was a news story published online by King 5 News that stated fireworks were legal to ignite in the City of Auburn between 9 a.m. and 11 p.m. on July 4th. However, it did not offer context as to legal v illegal fireworks or areas where fireworks cannot be discharged (i.e. public parks). This information was brought to Auburn PD's attention by a concerned citizen and educational social media posts were sent by the city and APD to offer context. This should continue going forward.

Traffic on Auburn Way South was backed up for most of the afternoon and evening due to the left turn lane into the stands/discharge area. Additionally, vehicles were parking on the right (curb) lanes of Auburn Way South at times. Auburn Traffic units were in contact with city engineers to work through the light cycles to mitigate traffic. However, the sheer volume of vehicles and the spacing/timing of the lights were overwhelmed in the afternoon hours. Auburn Traffic Officers assisted with the increased traffic flow in the city by responding to traffic related calls for service. In total the traffic unit responded to the following: 12 Total Calls (4 collisions, 3 traffic complaints, 3 assist calls, 1 hangup, 1 follow up). All the call responses by traffic units occurred before 2300 hours. At 2320 hours, Auburn Traffic units assisted with controlling the Muckleshoot Plaza Intersection and the discharge area outlet road until traffic was funneled out of the area. Traffic maintained control of these areas until approximately 0120 hours when the discharge area was effectively shut down. Based on this information, it would be beneficial to split our traffic unit deployment (i.e. 2 Officers work 1100-2100, 4 Officers work 1500-0100) to maximize response to traffic related calls during a longer period on a day Auburn experiences increased vehicle traffic flow. This would also continue to support emphasis units when clearing the discharge area and traffic flow in the late evening hours.

Lessons Learned/Suggested Improvements Cont.

In the evening hours, Saars Super Saver, was allowing citizens to utilize their parking lot as a discharge area to light off fireworks. When Officers responded there were approximately 100+ citizens in the parking lot participating in the discharge of legal and illegal fireworks. The security guards and management of Saars were aware of the ongoing activity and were outside watching the citizens. Several small fires began because of the fireworks discharging in the parking lot. Emphasis units had to clear the parking lot to allow VRFA to enter and put out the fires that had started. While clearing the parking lot, several citizens remarked to Auburn Officers that they believed they were allowed to discharge fireworks in the parking lot, because the Saars Manager was aware and condoned the behavior. One citizen told an emphasis officer that this is an annual event that they participate in and has been occurring for the past three years. In the future outreach should be conducted with Saars to educate them on the ordinances within the city to gain compliance in our zero-tolerance stance. Should Saars continue to allow this activity in their parking lot on July 4th, city code enforcement may look at possible violations to levy on the business to gain compliance in the future.

Currently, the Auburn PD provides staffing to the fireworks stands as a part of our emphasis deployment. However, this event presents unique challenges to our department for planning and staffing. As such, Auburn PD is exploring the possibility of removing our deployed officers from the stands and allowing the Tribe to have more input on the staffing level and planning for traffic and stands security. In doing so these positions would become extra duty assignments hired by the tribe for the special event and voluntary to sign up by officers as they wish. This redeployment would potentially free up officers for emphasis patrols within the city to address additional problem areas.

AUBURN POLICE DEPARTMENT

What Went Well

For 2024, the Auburn Police Department continued to focus on areas that had the highest volume of firework complaints in the past and shifted emphasis enforcement to the areas of most need. It appears this approach had a positive impact due to the low firework call volume (89) on July 4th and the lowest call volume during the fireworks season (205) in the last several years.

As in years past, VRFA shared our assigned dispatch channel, facilitating communications between police and fire personnel. Fire personnel were invited to the Auburn PD briefing at 1500 hours on July 4th. Two VRFA personnel attended the briefing and were provided with the operations plan for the day as well as contact information for the Sergeants and Commander Skeen. Although Auburn Officers assigned to the stands were not collocated with VRFA units, a casualty collection point and meeting location were pre-determined and briefed to all units to enhance overall response to emergent events at the discharge area.

Cooperation with the Tribe continued. Tribal representatives for the stands were in constant contact with the Sergeant assigned to that area, who then communicated directly with Commander Skeen.

This year, Auburn PD incorporated the use of SpidrTech software to address the large call volume regarding fireworks. The software sends an automated message to citizens who call 911 to let them know police would respond when available but may be delayed due to the increase in call volume. This appeared to reduce the number of citizens calling back to report the same complaint and address their concerns with the increased call response times. This should continue going forward.

CITY OF AUBURN WASHINGTON

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6946 (Gaub) (5 Minutes)

Date:
August 7, 2024

Department:
Public Works

Attachments:
Draft Ordinance No. 6946

Budget Impact:
Current Budget: $0
Proposed Revision: $0
Revised Budget: $0

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Section 20.02.040 of the Auburn City Code requires a franchise for any utility or telecommunications carrier or operator to use public ways of the City and to provide service to persons or areas inside or outside of the City.

New Cingular Wireless PCS, LLC has applied for a new Franchise Agreement to continue to operate their existing small wireless telecommunications facilities in the public ways within the City Limits as their current Franchise Agreement will expire in the near future. New Cingular provides telecommunications services that includes but is not limited to personal wireless and data communications services. The proposed agreement is consistent with the City's standard franchise agreement language.

A Public Hearing to consider this application and take public comment is scheduled before the City Council on August 19, 2024 in accordance with Auburn City Code 20.04.040.

Reviewed by Council Committees:

Councilmember: Tracy Taylor
Staff: Ingrid Gaub
Meeting Date: August 12, 2024
Item Number:

ORDINANCE NO. 6946

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, GRANTING TO NEW CINGULAR WIRELESS PCS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, A FRANCHISE FOR SMALL WIRELESS FACILITIES TELECOMMUNICATIONS

WHEREAS, New Cingular Wireless PCS, LLC, a Delaware limited liability company ("Franchisee"), has applied for a non-exclusive Franchise for the right of entry, use, and occupation of certain "public ways" as defined in Auburn City Code 20.02.020.Z within the City of Auburn ("City"), expressly to install, construct, erect, operate, maintain, repair, relocate and remove its facilities in, on, over, under, along and/or across those public ways; and

WHEREAS, following proper notice, the City Council held a public hearing on Franchisee's request for a Franchise; and

WHEREAS, based on the information presented at the public hearing, and from facts and circumstances developed or discovered through independent study and investigation, the City Council now deems it appropriate and in the best interest of the City to grant the Franchise to Franchisee.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN WASHINGTON, DO ORDAIN as follows:

Section 1. Definitions

For the purpose of this Franchise and the interpretation and enforcement thereof, definitions of words and phrases shall be in accordance with the definitions set forth in this Franchise and in Auburn City Code 20.02.020. If there is a conflict between any of the definitions set forth in this Franchise and the definitions set forth in Auburn City Code 20.02.020, the definitions in this Franchise shall govern to the extent of such conflict.

A. "ACC" or "City Code" means the Auburn City Code.

B. "Franchise" means this agreement approved by Ordinance No. 6946 of the City which authorizes Franchisee Facilities to provide Franchisee Services in the Franchise Area.

C. "Franchise Area" means all present and future public ways within the City limits as they currently exist and within any future adjusted boundaries of the City limits to the extent that the City has the authority to grant permission to use any of the foregoing. It does not include structures, including poles and conduit, located in the public way and, any other property owned by the City in its proprietary capacity.

D. "Franchisee Facilities" means any and all equipment, appliances, attachments, appurtenances and other items necessary for Telecommunications service as defined in Auburn City Code 20.02.020.II or "personal wireless services" as defined in Chapter 80.36.375 RCW that are located in the public way. It includes microcell, minor and small cell facilities, and strand-mounted units.

Franchisee Facilities do not include anything used to provide wireline services, front-haul or back-haul services, including fiber optic cables, coaxial cables, wires, conduit or other equipment, appliances, attachments and appurtenances. They do not include any equipment that is not within ten (10) feet of the pole (excluding any strand-mounted unit) or base station, or that is not within the public way, or that is covered under a separate franchise agreement or agreement.

E. "Franchisee's Services" means the transmission and reception of information by wireless communications signals, including but not limited to personal wireless and data communications services, over Franchisee's federally licensed frequencies, pursuant to all the rules and regulations of the Federal Communications Commission, and in accordance with the terms of this Franchise, for the benefit of wireless communications subscribers in and around the Franchise Area. However, Franchisee's Services will not include the provision of "cable service", as defined by 47 U.S.C. §522(6), as amended, for which a separate franchise would be required.

Section 2. Grant of Right to Use Franchise Area

A. Subject to the terms and conditions stated in this Franchise, the City grants to the Franchisee general permission to enter, use, and occupy the Franchise Area, located within the incorporated area of the City. Franchisee may locate the Franchisee's Facilities within the Franchise Area subject to all applicable laws, regulations, and permit conditions.

B. The Franchisee is authorized to install, remove, construct, erect, operate, maintain, relocate, upgrade, replace, restore and repair Franchisee's Facilities to provide Franchisee's Services in the Franchise Area.

C. This Franchise does not authorize the use of the Franchise Area for any facilities or services other than Franchisee Facilities and Franchisee's

Services, and it extends no rights or privilege relative to any facilities or services of any type, including Franchisee Facilities and Franchisee's Services, on public or private property elsewhere within the City.

D. This Franchise is non-exclusive and does not prohibit the City from entering into other agreements, including franchise agreements, impacting the Franchise Area, for any purpose that does not interfere with Franchisee's rights under this Franchise.

E. Except as explicitly set forth in this Franchise, this Franchise does not waive any rights that the City has or may acquire with respect to the Franchise Area or any other City roads, public ways, property, or any portions thereof. This Franchise shall be subject to the power of eminent domain, and in any proceeding under eminent domain, the Franchisee acknowledges its use of the Franchise Area shall have no value.

F. The City reserves the right to change, regrade, relocate, abandon, or vacate any public way within the Franchise Area. If, at any time during the term of this Franchise, the City vacates any portion of the Franchise Area containing Franchisee Facilities, the City may reserve an easement for public utilities within that vacated portion, pursuant to RCW 35.79.030, within which the Franchisee may continue to operate any existing Franchisee Facilities under the terms of this Franchise for the remaining period set forth under Section 4.

G. The Franchisee agrees that its use of Franchise Area shall at all times be subordinated to and subject to the City and the public's need for municipal infrastructure, travel, and access to the Franchise Area, except as may be otherwise required by law.

H. The Franchisee agrees to provide the City with complete contact information for any client, lessee, sub-lessee, customer, or other entity that Franchisee allows to utilize, control, access, or otherwise provides services to, who will also use the Franchisee Facilities to provide services to their clients and customers either inside or outside the City limits. Such contact information shall be provided to the City a minimum of sixty (60) days prior to the start of such anticipated use so that the City may determine if Franchisee's client, lessee, sub-lessee, customer, or other entity is required to obtain a franchise agreement with the City prior to such use. If the client, lessee, sub-lessee, customer, or other entity is required to obtain a franchise agreement with the City, then the Franchisee shall not allow use, control, access, or otherwise provide services to such entity until the required franchise agreement has been obtained.

DRAFT

Section 3. Notice

A. Written notices to the parties shall be sent by a nationally recognized overnight courier or by certified mail to the following addresses, unless a different address shall be designated in writing and delivered to the other party. Any such notice shall become effective upon receipt by certified mail, confirmed delivery by overnight courier, or the date stamped received by the City. Any communication made by e-mail or similar method will not constitute notice pursuant to this Franchise. For Franchisee, the emergency contact is the Network Operations Center at 800-832-6662.

City:
Right-of-Way Specialist
Public Works Department - Transportation
City of Auburn
25 West Main Street
Auburn, WA 98001-4998
Telephone: (253) 931-3010
Email Address: rowusepermit@auburnwa.gov

with a copy to:
City Clerk
City of Auburn
25 West Main Street
Auburn, WA 98001-4998

Franchisee:
New Cingular Wireless PCS, LLC
Attn: Network Real Estate Administration
Site No. City of Auburn Wireless Franchise Agreement (WA)
1025 Lenox Park Blvd NE, 3rd Floor
Atlanta, GA 30319
Telephone: 1-877-231-5447
Emergency Contact: 800-832-6662
Email Address: RELeaseadmin@att.com

with a copy to:
New Cingular Wireless PCS, LLC
Attn: AT&T Legal Dept – Network Operations
Site No. City of Auburn Wireless Franchise Agreement (WA)
208 S Akard Street
Dallas, TX 75202-4206
Telephone: 1-877-231-5447
Email Address: RELeaseadmin@att.com

B. Any changes to the above-stated Franchisee information shall be sent to the City's Right-of-Way Specialist, Public Works Department –

Transportation Division, with copies to the City Clerk, referencing the title of this Franchise.

C. The above-stated Franchisee voice telephone numbers shall be staffed at least during normal business hours, Pacific time zone. The City may contact Franchisee at the following number for emergency or other needs outside of normal business hours of the Franchisee: (800)-832-6662.

Section 4. Term of Franchise

A. This Franchise shall run for a period of fifteen (15) years, from the effective date of Franchise Acceptance specified in Section 5 of this Franchise.

B. Automatic Extension. If the Franchisee fails to formally apply for a new franchise agreement prior to the expiration of this Franchise's term or any extension thereof, this Franchise automatically continues month to month until a new franchise agreement is applied for and approved under the then current process or until either party gives written notice at least one hundred and eighty (180) days in advance of intent to cancel this Franchise.

Section 5. Acceptance of Franchise

A. This Franchise shall not become effective until Franchisee files with the City Clerk (1) the Statement of Acceptance (Exhibit "A"), (2) all verifications of insurance coverage specified under Section 15, (3) the financial guarantees specified in Section 16, and (4) payment of any outstanding application fees per the City Fee Schedule. These four items shall collectively be the "Franchise Acceptance". The date that such Franchise Acceptance is filed with the City Clerk shall be the effective date of this Franchise.

B. If the Franchisee fails to file the Franchise Acceptance with the City Clerk within thirty (30) days after the effective date of the ordinance approving the Franchise as described in Section 27 of this Franchise, the City's grant of the Franchise will be null and void.

Section 6. Location, Siting, Construction and Maintenance

A. The Franchisee shall apply for, obtain, and comply with the terms of all permits, approvals and facilities lease agreements as required under applicable law for any work done within the public way or to site Franchisee Facilities on any facilities, structures or poles owned by third parties within the public way or on any City-owned facilities, structures, or poles within the public way. City Council authorizes the Director of Public Works or the Director's designee to negotiate and execute all agreements necessary for the use of City owned property. Franchisee

shall comply with all applicable City, State, and Federal codes, rules, regulations, and orders in undertaking such work.

Franchisee shall be required to submit the appropriate application to the City related to siting within the public way as provided under this Franchise, for review and approval by the City Engineer for any and all locations in the public way, whether Franchisee is proposing to locate on City owned facilities, structures or poles, or on third party owned facilities, structures or poles. The siting application shall be in addition to any other required permits for construction, building, land use, zoning, lease agreements or other approvals as required by applicable law.

B. Franchisee agrees to coordinate its activities with the City and all other utilities located in the public way within which Franchisee is undertaking its activity.

C. The City expressly reserves the right to prescribe how and where Franchisee's Facilities shall be installed within the public way and may require the adjustment, securement, removal, relocation and/or replacement thereof in the public interest and safety at the expense of the Franchisee as provided for in Chapter 35.99 RCW.

D. Before beginning any work within the public way, the Franchisee will comply with the One Number Locator provisions of Chapter 19.122 RCW to identify existing utility infrastructure.

E. Tree Trimming. Upon prior written approval of the City the Franchisee shall have the authority to trim trees upon and overhanging streets, public ways, and public places in the Franchise Area to the extent necessary to prevent the branches of those trees from coming in physical contact with the Franchisee's Facilities. Franchisee shall be responsible for debris removal from such activities. If such debris is not removed within twenty-four (24) hours, the City may, at its sole discretion, remove such debris and charge the Franchisee for the cost thereof. This section does not, in any instance, grant automatic authority to clear vegetation for purposes of providing a clear path for radio signals. Any such general vegetation clearing will require other permits as necessary from the City.

Section 7. Repair and Emergency Work

In the event of an emergency, the Franchisee may commence repair and emergency response work as required under the circumstances. The Franchisee shall notify the City telephonically during normal business hours (at 253-931-3010) and during non-business hours (at 253-876-1985) as promptly as possible, before such repair or emergency work commences, and in writing as soon thereafter as possible. Such notification shall include the Franchisee's emergency contact

phone number for the corresponding response activity. The City may commence emergency response work, at any time, without prior written notice to the Franchisee, but shall notify the Franchisee in writing as promptly as possible under the circumstances. Franchisee will reimburse the City for the City's actual cost of performing emergency response work.

Section 8. Damages to City and Third-Party Property

Franchisee agrees that if any of its actions, or the actions of any person, agent, or contractor acting on behalf of the Franchisee under this Franchise impairs or damages any City property, survey monument, or property owned by a third-party, Franchisee will restore, at its own cost and expense, the property to a safe condition. Upon returning property to a safe condition, the property shall then be returned to the condition it was in immediately prior to being damaged (if the safe condition of the property is not the same as that which existed prior to damage). All repair work shall be performed and completed to the satisfaction of the City Engineer.

Section 9. Location Preference

A. Any structure, equipment, appurtenance, or tangible property of a utility or other franchisee, other than the Franchisee's, which was installed, constructed, completed, or in place prior in time to Franchisee's application for a permit to construct or repair Franchisee's Facilities under this Franchise shall have preference as to positioning and location with respect to the Franchisee's Facilities. However, to the extent that the Franchisee's Facilities are completed and installed prior to another utility or other franchisee's submittal of a permit for new or additional structures, equipment, appurtenances, or tangible property, then the Franchisee's Facilities will have priority. These rules governing preference will continue when relocating or changing the grade of any City road or public way. A relocating utility or franchisee will not cause the relocation of another utility or franchisee that otherwise would not require relocation. This Section shall not apply to any City facilities or utilities that may in the future require the relocation of Franchisee's Facilities. Such relocations shall be governed by Section 10 and Chapter 35.99 RCW.

B. Franchisee will maintain a minimum underground horizontal separation of five (5) feet from City water, sanitary sewer and storm sewer facilities and ten (10) feet from above-ground City water facilities. For development of new areas, the City in consultation with Franchisee and other telecommunication and utility purveyors or authorized users of the public way, will develop guidelines and procedures for determining specific telecommunications and utility locations.

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Section 10. Relocation of Franchisee's Facilities

A. Except as otherwise so required by law, Franchisee agrees to relocate, remove, or reroute its facilities as ordered by the City Engineer at no expense or liability to the City, except as may be required by Chapter 35.99 RCW. Pursuant to the provisions of Section 14, Franchisee agrees to protect and save harmless the City from any customer or third-party claims for service interruption or other losses in connection with any such change, relocation, abandonment, or vacation of the public way.

B. If securement, adjustment, or relocation of the Franchisee's Facilities is necessitated by a request from a party other than the City, that party shall pay the Franchisee the actual costs.

Section 11. Abandonment and/or Removal of Franchisee Facilities

A. Within one hundred and eighty days (180) of Franchisee's permanent cessation of use of all or a portion of the Franchisee's Facilities, the Franchisee will, at the City's discretion, either abandon in place or remove the affected facilities.

B. Franchisee may ask the City in writing to abandon, in whole or in part, all or any part of the Franchisee's Facilities. Any plan for abandonment of Franchisee's Facilities must be approved in writing by the City.

C. The parties expressly agree that this Section shall survive the expiration, revocation, or termination of this Franchise.

Section 12. Undergrounding

A. The parties agree that this Franchise does not limit the City's authority under federal law, state law, or local ordinance, to require the undergrounding of utilities.

B. Subject to applicable law addressing the undergrounding of telecommunication facilities, whenever the City requires the undergrounding of aerial utilities in the Franchise Area, the Franchisee shall underground the Franchisee's Facilities, in the manner specified by the City Engineer at no expense or liability to the City, except as may be required by Chapter 35.99 RCW. Where other utilities are present and involved in the undergrounding project, Franchisee will only be required to pay its fair share of common costs borne by all utilities, in addition to the costs specifically attributable to the undergrounding of Franchisee's Facilities. Common costs will include necessary costs for common trenching and

utility vaults. Fair share will be determined in comparison to the total number and size of all other utility facilities being undergrounded.

Section 13. Franchisee Information

A. Franchisee agrees to supply, at no cost to the City, any information reasonably requested by the City to coordinate municipal functions with Franchisee's activities and fulfill any municipal obligations under state law. This information will include, at a minimum, as-built drawings of Franchisee Facilities, including installation inventory, and maps and plans showing the location of existing Franchisee Facilities and planned Franchisee Facilities (to the extent that maps and plans showing planned facilities are available) within the public ways. This information may be requested either in hard copy or electronic format, compatible with the City's data base system, including the City's Geographic Information System (GIS) data base. Upon the City's request, Franchisee will inform the City of its long-range plans for installation, if such plans are available, so that the City may coordinate any future development with Franchisee's proposed designs. If such plans are not immediately available, are not finalized, or are proprietary in nature, then Franchisee is under no obligation to provide such information to the City. Should the Franchisee fail, for any reason, to provide information regarding its long-range plans or planned Franchisee Facilities upon the City's request, then the City is under no obligation to coordinate with, account for or authorize their facilities in future public way projects or the City's long-range plans.

B. The parties understand that Chapter 42.56 RCW and other applicable law may require public disclosure of information given to the City.

Section 14. Indemnification and Hold Harmless

A. Franchisee shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Franchisee's acts, errors or omissions, or from the conduct of Franchisee's business, or from any activity, work or thing done, permitted, or suffered by Franchisee arising from or in connection with this Franchise, except only such injury or damage as shall have been occasioned by the sole negligence or willful misconduct of the City.

However, should a court of competent jurisdiction determine that this Franchise is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Franchisee and the City, its officers, officials, employees, and volunteers, the Franchisee's liability hereunder shall be only to the

extent of the Franchisee's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Franchisee's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Franchise.

B. The Franchisee will hold the City harmless from any liability arising out of or in connection with any damage or loss to the Franchisee's Facilities caused by maintenance and/or construction work performed by, or on behalf of, the City within the Franchise Area or any other City road, public way, or other property, except to the extent any such damage or loss is directly caused by the negligence or willful misconduct of the City, or its agent performing such work.

C. The Franchisee acknowledges that neither the City nor any other public agency with responsibility for firefighting, emergency rescue, public safety or similar duties within the City has the capability to provide trench, close trench or confined space rescue. The Franchisee, and its agents, assigns, successors, or contractors, will make such arrangements as Franchisee deems fit for the provision of such services. The Franchisee will hold the City harmless from any liability arising out of or in connection with any damage or loss to the Franchisee for the City's failure or inability to provide such services, and, pursuant to the terms of Section 14(A), the Franchisee will indemnify the City against any and all third-party costs, claims, injuries, damages, losses, suits, or liabilities based on the City's failure or inability to provide such services.

Section 15. Insurance

A. The Franchisee shall carry and maintain for the duration of this Franchise and as long as Franchisee has Facilities in the public way, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Franchise and use of the public way.

B. No Limitation. The Franchisee's maintenance of insurance as required by this Franchise shall not be construed to limit the liability of the Franchisee to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. The Franchisee shall maintain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability,

independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The City shall be included as an additional insured under the Franchisee's Commercial General Liability insurance policy by endorsement with respect to this Agreement using ISO endorsement CG 20 12 05 09 if the Franchise is considered a master permit as defined by RCW 35.99.010, or CG 20 26 07 04 if it is not, or substitute endorsement providing at least as broad coverage.

2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

3. Contractors Pollution Liability insurance shall be in effect throughout the entire Franchise covering losses caused by pollution conditions that arise from the operations of the Franchisee. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense, including costs and expenses incurred in the investigation, defense, or settlement of claims.

4. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

5. Excess or Umbrella Liability insurance shall be excess over and at least as broad in coverage as the Franchisee's Commercial General Liability and Automobile Liability insurance. The City shall be included as an additional insured on the Franchisee's Excess or Umbrella Liability insurance policy.

D. Minimum Amounts of Insurance. The Franchisee shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than $5,000,000 each occurrence, $5,000,000 general aggregate.

2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $5,000,000 per accident.

3. Contractors Pollution Liability insurance shall be written in an amount of at least $2,000,000 per loss, with an annual aggregate of at least $2,000,000.

4. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington and employer's liability insurance with limits of not less than $1,000,000 per accident, per disease per employee and per disease policy limit.

5. Excess or Umbrella Liability insurance shall be written with limits of not less than $5,000,000 per occurrence and annual aggregate. The Excess or Umbrella Liability requirement and limits may be satisfied instead through Franchisee's Commercial General Liability and Automobile Liability insurance, or any combination thereof that achieves the overall required limits.

E. Other Insurance Provisions. Franchisee's Commercial General Liability, Automobile Liability, Excess or Umbrella Liability, Contractors Pollution Liability insurance policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Franchisee's insurance and shall not contribute with it.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

G. Subcontractors. The Franchisee shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Franchisee-provided insurance as set forth herein, including limits no less than what is required of Franchisee under this Franchise. The Franchisee shall ensure that the City is included as an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 26.

H. Verification of Coverage. The Franchisee shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of this Franchise. Upon request by the City in the event of a dispute of coverage the Franchisee shall furnish certified copies of all required applicable insurance policies, including endorsements, required in this Franchise and evidence of all subcontractors' coverage.

I. Notice of Cancellation. Franchisee shall provide the City with written notice of any policy cancellation within ten (10) calendar days of their receipt of such notice.

J. Failure to Maintain Insurance. Failure on the part of the Franchisee to maintain the insurance as required shall constitute a material breach of this Franchise, upon which the City may, after giving five business days' notice to the Franchisee to correct the breach, terminate this Franchise.

K. Franchisee – Self-Insurance. Franchisee will have the right to self-insure any or all of the above-required insurance. Any such self-insurance is subject to approval by the City. If the Franchisee is self-insured or becomes self-insured during the term of the Franchise, Franchisee or its affiliated parent entity shall comply with the following: (i) Franchisee shall submit a letter to the City stating which of the above required insurance provisions in this Section 15 Franchisee proposes to self-insure; (ii) provide the City, upon request, a copy of Franchisee's or its parent company's most recent audited financial statements, if such financial statements are not otherwise publicly available; (iii) Franchisee or its parent company is responsible for all payments within the self-insured retention; and (vi) Franchisee assumes all defense and indemnity obligations as outlined in Section 14.

Section 16. Financial Security

The Franchisee will provide the City with a financial security in the amount of Fifty Thousand Dollars ($50,000.00) running for, or renewable for, the term of this Franchise, in a form and substance acceptable to the City. If Franchisee fails to substantially comply with any one or more of the provisions of this Franchise, the City may recover jointly and severally from the principal and any surety of that financial security any damages suffered by the City as a result Franchisee's failure to comply, including but not limited to staff time, material and equipment costs, compensation or indemnification of third parties, and the cost of removal or abandonment of facilities. Franchisee specifically agrees that its failure to comply with the terms of Section 19 will constitute damage to the City in the monetary amount set forth in that section. Any financial security will not be construed to limit the Franchisee's liability to the security amount, or otherwise limit the City's recourse to any remedy to which the City is otherwise entitled at law or in equity.

Section 17. Successors and Assignees

A. All the provisions, conditions, regulations, and requirements contained in this Franchise are binding upon the successors, assigns of, and independent contractors of the Franchisee, and all rights and privileges, as well as all obligations and liabilities of the Franchisee will inure to its successors, assignees, and contractors equally as if they were specifically mentioned herein wherever the Franchisee is mentioned.

B. This Franchise will not be leased, assigned, or otherwise alienated without the express prior consent of the City by ordinance.

C. Franchisee and any proposed assignee or transferee will provide and certify the following to the City not less than ninety (90) days prior to the proposed date of transfer: (1) Complete information setting forth the nature, term and conditions of the proposed assignment or transfer; (2) All information required by the City of an applicant for a Franchise with respect to the proposed assignee or transferee; and, (3) An application fee in the amount established by the City's fee schedule, plus any other costs actually and reasonably incurred by the City in processing, and investigating the proposed assignment or transfer.

D. Before the City's consideration of a request by Franchisee to consent to a Franchise assignment or transfer, the proposed Assignee or Transferee will file with the City a written promise to unconditionally accept all terms of the Franchise, effective upon such transfer or assignment of the Franchise. The City is under no obligation to undertake any investigation of the transferor's state of compliance and failure of the City to insist on full compliance before transfer does not waive any right to insist on full compliance thereafter.

E. Transactions between affiliated entities are not exempt from the required City approval. Franchisee will promptly notify the City in writing prior to any proposed change in, or transfer of, or acquisition by any other party of control of the Franchisee's company. Notification will include those items set out in subsection 17.C (1) through (3) herein above.

Section 18. Dispute Resolution

A. In the event of a dispute between the City and the Franchisee arising by reason of this Franchise, the dispute will first be referred to the operational officers or representatives designated by City and Franchisee to have oversight over the administration of this Franchise. The officers or representatives will meet within thirty (30) calendar days of either party's request for a meeting, whichever request is first, and the parties will make a good faith effort to achieve a resolution of the dispute.

B. If the parties fail to achieve a resolution of the dispute in this manner, either party may then pursue any available judicial remedies. This Franchise will be governed by and construed in accordance with the laws of the State of Washington. If any suit, arbitration, or other proceeding is instituted to enforce any term of this Franchise, the parties specifically understand and agree that venue will be exclusively in King County, Washington. The prevailing party in any such action will be entitled to its attorneys' fees and costs.

Section 19. Enforcement and Remedies

A. If the Franchisee willfully violates or fails to comply with any of the provisions of this Franchise through willful or unreasonable negligence or fails to comply with any notice given to Franchisee under the provisions of this Franchise, the City may, at its discretion, provide Franchisee with written notice to cure the breach within thirty (30) days of notification. If the City determines the breach cannot be cured within thirty days, the City may specify a longer cure period, and condition the extension of time on Franchisee's submittal of a plan to cure the breach within the specified period, commencement of work within the original thirty (30) day cure period, and diligent prosecution of the work to completion. If the breach is not cured within the specified time, or the Franchisee does not comply with the specified conditions, the City may, at its discretion, either (1) revoke the Franchise with no further notification, (2) terminate Franchisee's use of the specific portion(s) of the public way to which the default(s) pertains at the discretion of the City Engineer, or (3) claim damages of Two Hundred Fifty Dollars ($250.00) per day against the financial guarantee set forth in Section 16 for every day after the expiration of the cure period that the breach is not cured.

B. If the City determines that Franchisee is acting beyond the scope of permission granted in this Franchise for Franchisee Facilities and Franchisee Services, the City reserves the right to cancel this Franchise and require the Franchisee to apply for, obtain, and comply with all applicable City permits, franchises, or other City permissions for such actions, and if the Franchisee's actions are not allowed under applicable federal and state or City laws, to compel Franchisee to cease those actions.

Section 20. Compliance with Laws and Regulations

A. This Franchise is subject to, and the Franchisee will comply with all applicable federal and state or City laws, regulations, and policies (including all applicable elements of the City's comprehensive plan), in conformance with federal laws and regulations, affecting performance under this Franchise. The Franchisee will be subject to the police power of the City to adopt and enforce general ordinances necessary to protect the safety and welfare of the general public in relation to the rights granted in the Franchise Area.

B. The City reserves the right at any time to amend this Franchise to conform to any federal or state statute or regulation relating to the public health, safety, and welfare, or relating to roadway regulation, or a City Ordinance enacted pursuant to such federal or state statute or regulation enacted, amended, or adopted after the effective date of this Franchise if it provides Franchisee with thirty (30) days written notice of its action setting forth the full text of the amendment and identifying the statute, regulation, or ordinance requiring the amendment. The

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amendment will become automatically effective on expiration of the notice period unless, before expiration of that period, the Franchisee makes a written call for negotiations over the terms of the amendment. If the parties do not reach agreement as to the terms of the amendment within thirty (30) days of the call for negotiations or within a time frame that the City deems reasonable but not to be less than thirty (30) days, the City may enact the proposed amendment, by incorporating the Franchisee's concerns to the maximum extent the City deems possible.

C. The City may terminate this Franchise upon thirty (30) days written notice to the Franchisee if the Franchisee fails to comply with such amendment or modification.

Section 21. License, Fees, Tax and Other Charges

Franchisee shall pay promptly and before they become delinquent, all fees and charges for all applicable permits, licenses and construction approvals imposed by the City for Franchisee's permitted use of the Franchisee's Facilities within the public way. This Franchise will not exempt the Franchisee from any future license, tax, or charge, which the City may adopt under state or federal law for revenue or as reimbursement for use and occupancy of the Franchise Area.

Section 22. Consequential Damages Limitation

Notwithstanding any other provision of this Franchise, in no event will either party be liable for any special, incidental, indirect, punitive, reliance, consequential or similar damages.

Section 23. Severability

If any portion of this Franchise is deemed invalid, the remainder portions shall remain in effect.

Section 24. Titles

The section titles are for reference only and should not be used for the purpose of interpreting this Franchise.

Section 25. Implementation.

The Mayor is authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

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Section 26. Entire Franchise

This Franchise, as subject to the appropriate city, state, and federal laws, codes, and regulations, and the attachments hereto represent the entire understanding and agreement between the parties with respect to the subject matter and it supersedes all prior oral negotiations between the parties. All previous franchise agreements between the parties pertaining to Franchisee's operation of its Facilities are hereby superseded.

Section 27. Effective Date

This Ordinance will take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____
PASSED: _____
APPROVED: _____

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM

_____
Paul Byrne, Acting City Attorney

PUBLISHED: _____

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Exhibit A

STATEMENT OF ACCEPTANCE

New Cingular Wireless PCS, LLC, for itself, its successors, and assigns, hereby accepts and agrees to be bound by all lawful terms, conditions and provisions of the Franchise attached hereto and incorporated herein by this reference.

Franchisee Name: New Cingular Wireless PCS, LLC
Address: 1025 Lenox Park Blvd NE, 3rd Floor
City, State, Zip: Atlanta GA 30319

By: _____
Its: _____

By: _____ Date: _____
Name:
Title:

STATE OF _____)
)ss.
COUNTY OF _____)

On this ____ day of _____, 20__, before me the undersigned, a Notary Public in and for the State of _____, duly commissioned and sworn, personally appeared, _____ of _____ the company that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said company, for the uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the date hereinabove set forth.

_____
Signature

_____
NOTARY PUBLIC in and for the State of
_____, residing at _____

MY COMMISSION EXPIRES: _____

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CITY OF AUBURN WASHINGTON

AGENDA BILL APPROVAL FORM

Agenda Subject:
Economic Development - 2nd Quarter 2024 Update (Krum) (20 Minutes)

Date:
August 6, 2024

Department:
Community Development

Attachments:
Presentation

Budget Impact:
Current Budget: $0
Proposed Revision: $0
Revised Budget: $0

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Economic Development Staff will present, on a quarterly basis, an update on items being worked on throughout the year. This presentation will focus on the second quarter of 2024.

Reviewed by Council Committees:

Councilmember: Tracy Taylor
Staff: Jason Krum
Meeting Date: August 12, 2024
Item Number:

ECONOMIC DEVELOPMENT DIVISION

2024 2ND QUARTER UPDATE

JENN FRANCIS, EC DEV MANAGER
EMERSON FOLKER, EC DEV COORDINATOR

AUGUST 12TH, 2024

Department of Community Development
Planning • Building • Development Engineering • Permit Center
Economic Development • Code Enforcement

AUBURN VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

CITY OF AUBURN'S ECONOMIC DEVELOPMENT DIVISION

Jenn Francis
Economic Development Manager

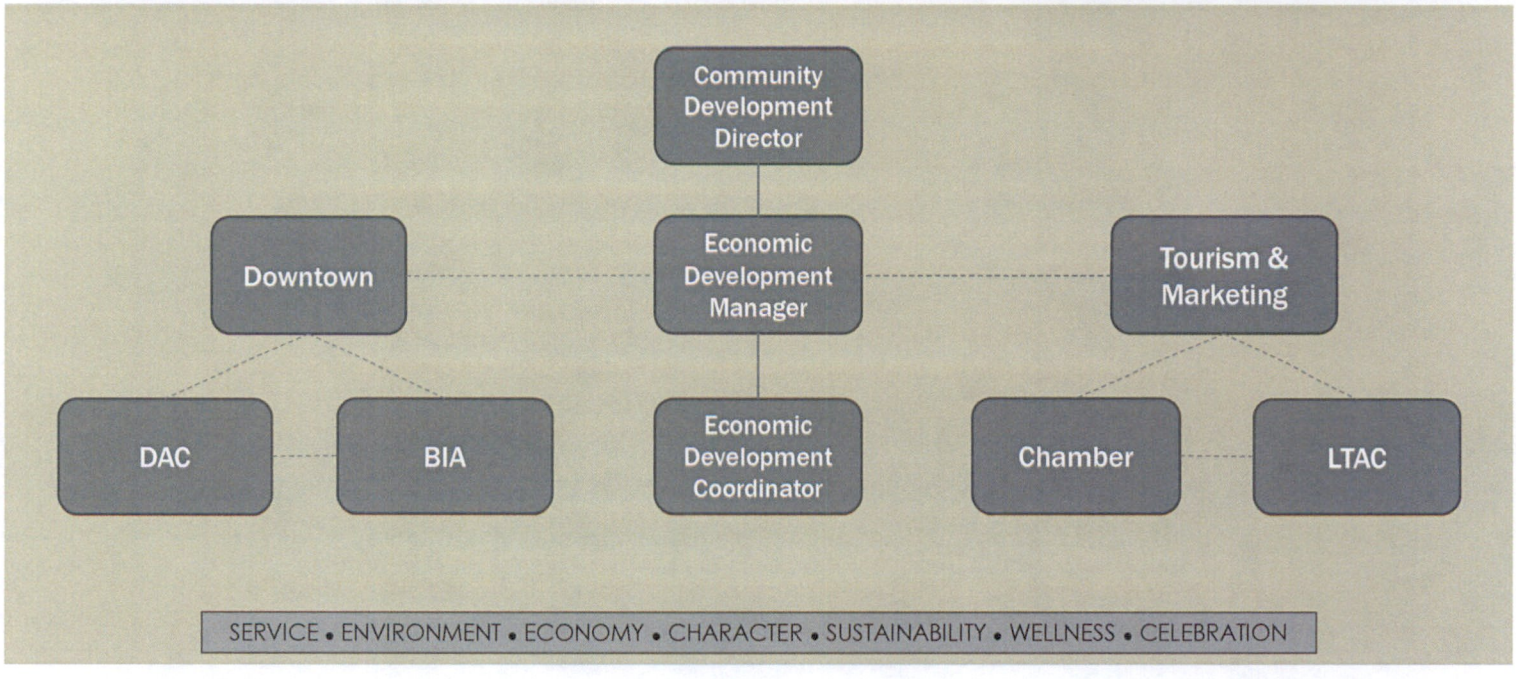


Emerson Folker
Economic Development Coordinator



SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

ECONOMIC DEVELOPMENT



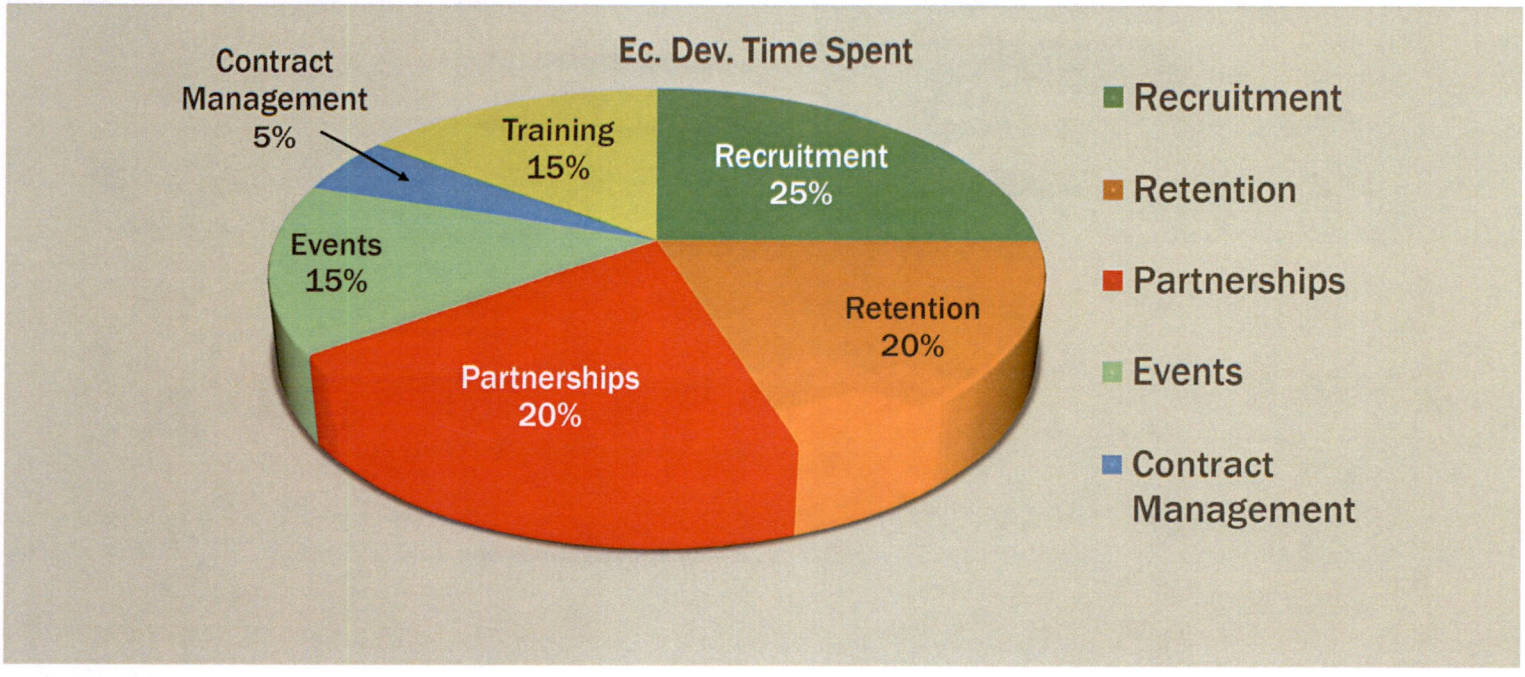
WHAT IS EC. DEV. WORKING ON?

- Recruitment – Placer.ai research, emails, phone calls, working with leasing agents, face to face meetings
- Retention – Meet & Greets, Unique Meetings, PSE Appliance Assistance, & Follow Up Meetings
- Partnership – Auburn Area Chamber, Downtown Auburn Cooperative, Green River College Small Business, Kent Valley Economic Development Group, Outlet Collection & Pacific Raceways
- Events – Business Connect, Ribbon Cuttings, Mix & Mingles, Maker's Markets, NHRA, National Night Out, Kids Day, & Airport Day

WHAT IS EC. DEV. WORKING ON?

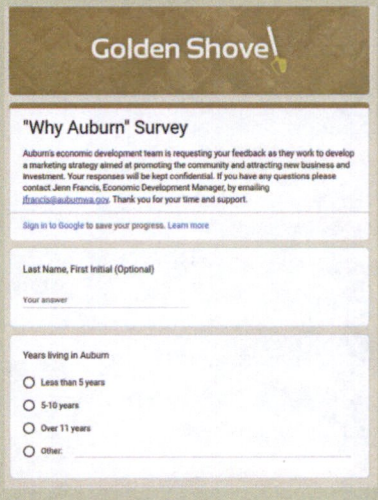
- Contract Management – Green River College, Port of Seattle Grant, Golden Shovel Agency, Auburn Area Chamber, Downtown Auburn Cooperative, Outlet Collection, & Pacific Raceways
- Board & Committee Meetings – BIA Committee Meetings, DAC Board Meetings, Economic Vitality Committee, Tourism Board Meetings, Chamber/City Meetings, Lodging Tax Advisory Committee, & Cities & Schools Board Meetings
- Training – Onboarding New Employee, Leadership, & Economic Development Growth Classes

WHERE DOES THE TIME GO?



RFP FOR MARKETING STRATEGY

Golden Shovel Agency Selected



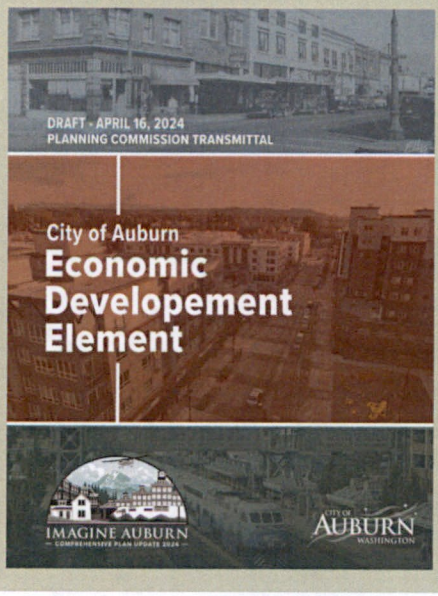


GOLDEN SHOVEL PARTNERSHIP



ECONOMIC DEVELOPMENT ELEMENT OF THE CITY OF AUBURN COMPREHENSIVE PLAN

Presentation to Planning Commission – Ec. Dev. Chapter Approved by Planning Commission





Economic Development Element

Introduction

Economic development is a crucial aspect of the City of Auburn's overall well-being and quality of life. A strong and diverse economy provides opportunities for residents through job creation, business growth and a robust tax base that funds essential services such as police, streets, and parks.

The Economic Development Element of the Comprehensive Plan serves as a guide to attract, retain and grow businesses in the city, expand economic opportunity for everyone, ensure that economic expansion is carried out in a sustainable fashion, and drive regional economic growth. It recognizes that economic development is not a standalone endeavor but is closely linked to other key elements of the plan, including land use, infrastructure, transportation, housing, and sustainable resource management.

The Economic Development Element is designed to establish policies and strategies that promotes the implementation of Auburn's vision for a strong, inclusive, and diverse local and regional economy. The Economic Development Element therefore provides a comprehensive overview of Auburn's economy, sets policy direction for economic growth, and identifies strategies, programs, and projects to improve the local and regional economy.

Vision

The City of Auburn is a diverse and inclusive economy that promotes prosperity for all members of the community. New business and industry desire to locate in Auburn and existing businesses are able to grow and prosper. The economic landscape is welcoming to large and small businesses as well as an array of different industry sectors. Economic growth is carried out in a climate friendly manner that effectively weathers economic volatility. A pathway to success exists for all residents and business owners regardless of their background or socioeconomic status.

ECONOMIC DEVELOPMENT ELEMENT
11 GOALS & 54 POLICIES

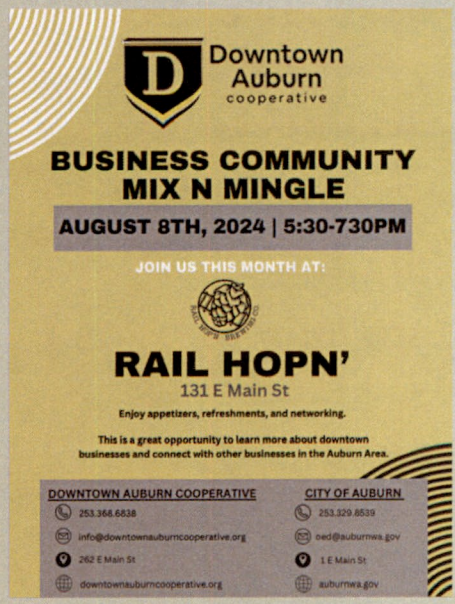
- Retention of Existing Businesses
- Attract New Businesses
- Missing or Underrepresented Industries
- Supporting Industry Clusters
- Downtown Auburn
- High Standards
- Incentives
- Partnership
- Tourism
- Diversity
- Displacement

BUSINESS ENGAGEMENT

April 15-19	Oksana (Owner)	4/19/2024	touch base again in 2 weeks
April 15-19	Owner	4/19/2024	is happy with where they are located, comes down to cost and parking when thinking about moving downtown.
April 15-19	Current Manager	4/19/2024	Meet and greet
April 15-19	Trixie, Julie, Leeann	4/18/2024	Trixie - event coordinator, Julie - Director of Sales, Leanne Loony - Group Sales Manager
April 15-19	Billy Jack (Owner)	4/19/2024	Talked about building brewery scene, worried about fees for other biz
April 22 - April 26	Yanni (Son of owner to take over soon)	4/22/2024	Wanting to move downtown. Looking for specs on available spaces.
April 22 - April 26	Jeff (Owner)	4/22/2023	Wants to move downtown, needs the right price. Would love a space to roast and live above
April 22 - April 26	Erik Harshfield	4/23/2024	Intro meeting to speak about partnership with the winery and Auburn
April 22 - April 26	Patrick	4/24/2024	commercial space walkthrough
April 22 - April 26	oobcdocs@gmail.com	4/23/2024	sent invitation email
April 22 - April 26	Dru/ Taylor	4/23/2024	sent invitation email
April 22 - April 26	Ollie	4/23/2024	request for retail space info
April 22 - April 26	C Castaneda	4/23/2024	request for retail space info
April 22 - April 26	Lorin Jacobs	4/23/2024	request for retail space info
April 22 - April 26	Shaun	4/25/2024	emailed for interest in Auburn
April 22 - April 26	GM	4/25/2024	set up appointment for 5/1
April 22 - April 26	Billy Jack (Owner)	4/26/2024	Spoke to Billy Jack regarding free kitchen equipment and how the remodel was going
April 22 - April 26	Liliya (Owner)	4/26/2024	Ribbon Cutting - wants to move locations
April 22 - April 26	Giovani (Owner)	4/26/2024	introductions
April 29 - May 3	Liliya	4/29/2024	looked at new potential retail space
April 29 - May 3	Receptionist	5/1/2024	
April 29 - May 3	Chad (owner)	5/2/2024	Spoke about Auburn opportunities
April 29 - May 3	Dru (Owner)	5/3/2024	Spoke about Auburn opportunities
May 6 - May 10	Geno	5/9/2024	Walked DUC
May 6 - May 10	Oksana	5/10/2024	Check in regarding move
May 6 - May 10	Vance	5/10/2024	check in regarding F.L.P
May 13 - May 17	Cheri	5/15/2024	Check in to say hi
May 13 - May 17	Kurt Schwan	5/16/2024	Tourism board meeting.
May 13 - May 17	Michael (GM)	5/17/2024	1st time meeting - expressed want for street light for top of hill
May 13 - May 17	Lin (GM)	5/17/2024	New - March 2024 - happy so far, dropped off see.click.fix. Flyer
May 13 - May 17	Cory (GM)	5/17/2024	Cory (GM) - 1st time meeting, dropped off see.click.fix. Flyer
May 13 - May 17	Theresa (GM)	5/17/2024	1st time meeting. Dropped of see.click.fix. Flyer. Spoke to her about their struggles at this location, now closed 2 days per week. May be looking into a new location. Got Tony's card to follow up
May 27-31	Trevor	5/28/2024	1st time meeting Trevor, spoke about his move and possible NNO partnership.
May 27-31	Oksana	5/29/2024	update on move to Legacy. Spoke about PSE appliance deal
May 27-31	Vance	5/31/2024	Spoke about MM's - new lights, application for BIA/façade improve.
May 27-31	Trevor	5/31/2024	followed up on laser engraving discs and NNO
June 3-7	Trevor	6/7/2024	spoke with Trevor about DAC assistance with Mural

- Meet & Greets
- Unique Meetings
- Recruitment Outreach
- Follow Up Meetings

MEET & GREETS DOWNTOWN





RECRUITMENT EFFORTS

32 Business Owners Contacted

19 Alcohol Establishments

- 6 Pubs
- 6 Wineries
- 5 Breweries
- 2 Cideries

3 Retail Establishments

- Clothing
- Furniture
- Pet Store

10 Restaurants

DOWNTOWN NETWORKING MIX & MINGLES

Don't run with scissors!





JUNE MAKER'S MARKET







AUBURN AREA CONNECT CHAMBER OF COMMERCE

The Auburn Area Connect Chamber of Commerce works with the City, legislators, and the community.

Auburn Area CONNECT Chamber of Commerce SPOTLIGHT Awards Gala

BUSINESS CONNECT events

Auburn Area CONNECT Chamber of Commerce RIBBON CUTTING CELEBRATION

BUSINESS CONNECT EVENTS





BUSINESS
CONNECT
events

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AUBURN AREA CONNECT SPOTLIGHT AWARDS





NHRA PREPARATION

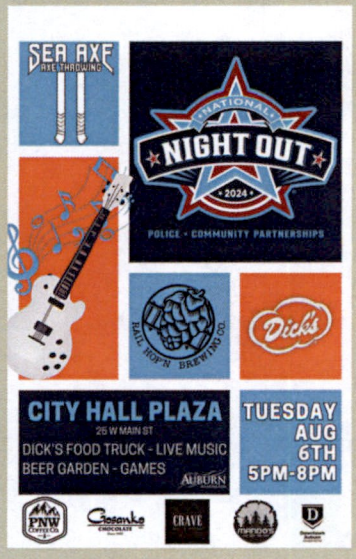
BEHIND THE SCENES & BEFORE THE EVENTS



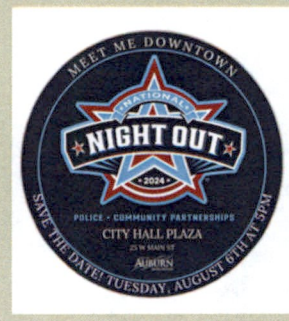




NATIONAL NIGHT OUT ADVERTISING

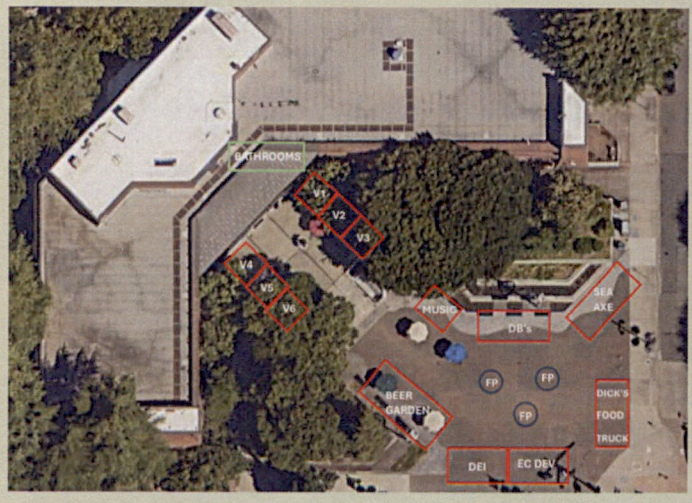




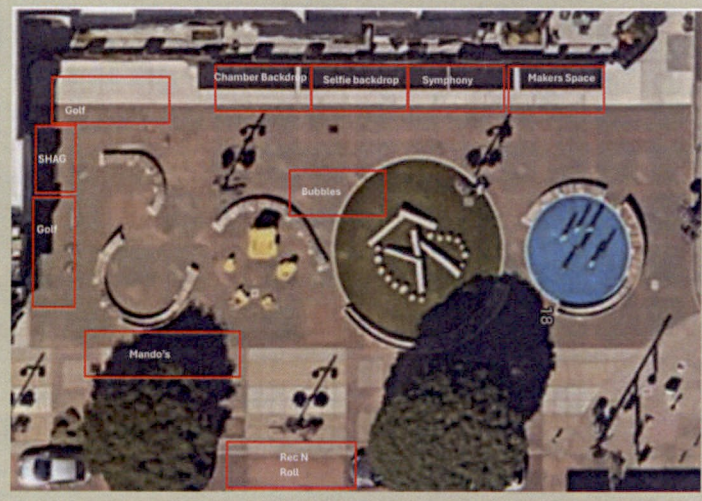


NATIONAL NIGHT OUT SITE PLANNING

City Hall Plaza



Legacy Park



NEXT UPDATE.....



NHRA HIGHLIGHTS

- MEDIA DAY
- FANFEST
- QUALIFYING
- TRACK WALK
- RACING UNDER THE LIGHTS
- FINALS

OUR GOAL IN ECONOMIC DEVELOPMENT

Economic development programs should be viewed as a way to shape the character of the City's future economy.









SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

QUESTIONS?

JENN FRANCIS
ECONOMIC DEVELOPMENT MANAGER
253-215-8744
JFRANCIS@AUBURNWA.GOV
WWW.AUBURNWA.GOV

Department of Community Development
Planning • Building • Development Engineering • Permit Center
Economic Development • Code Enforcement

AUBURN VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

CITY OF AUBURN WASHINGTON

AGENDA BILL APPROVAL FORM

Agenda Subject:
Ordinance No. 6945 (Thomas) (15 Minutes)

Date:
July 22, 2024

Department:
Finance

Attachments:
Interoffice Transmittal Memo
Ordinance 6945 - 2023-2024 Budget Amendment No. 5
Schedule A - Ordinance No. 6945
Schedule B - Ordinance No. 6945
Presentation

Budget Impact:
Current Budget:
$524,053,988.00
Proposed Revision:
$64,193.193.00
Revised Budget:
$588,247,181.00

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Ordinance No. 6945 (Budget Amendment #5) represents the fourth budget amendment for the 2023-2024 Biennium. The fifth budget amendment of the biennium consists of a true-up of budgeted beginning fund balance to actual 2023 ending fund balance, of funds under contract in the previous year, new expenditures offset by new revenues such as grants, and limited requests for new budget authority.

For details, see the attached transmittal memorandum and supporting materials.

Reviewed by Council Committees:

Councilmember: Kate Baldwin **Staff:** Jamie Thomas

Meeting Date: August 12, 2024 Item Number:

CITY OF AUBURN WASHINGTON

Interoffice Memorandum

To: City Council

From: **Jamie Thomas, Finance Director**

CC: Nancy Backus, Mayor

Date: August 5, 2024

Re: Ordinance #6945 – 2023-2024 Budget Amendment #5

The City's biennial 2023-2024 budget was approved by Council as two one-year appropriations. Budget Amendment #5 will be the fifth budget amendment for the biennium and will update the 2024 appropriation. For details on specific requests to amend the biennial budget, please refer to the accompanying ***Schedule A, Summary of 2024 Budget Adjustments by Fund***. The purpose of this budget amendment is to:

1. True up budgeted 2024 beginning fund balance to actual 2023 ending fund balance; and
2. Adjust the housing capital revenue budget for SKHHP[1]; and
3. Adjust capital project and equipment purchase budgets; and
4. Recognize new grant awards and their associated expenditures; and
5. Add budget authority for new programs, projects, and purchases that have not previously been approved by Council.

True up beginning fund balances: The main purpose of the second budget amendment of the year is to adjust budgeted beginning fund balance to be equal to actual ending balance of the prior year. Net effects on fund balance by fund type are:

• General Fund (Fund 001)	$ 23,071,373
• Special Revenue Funds (Funds 1*)	5,014,941
• Debt Service Funds (Funds 2*)	22,041
• Capital Projects Funds (Funds 3*)	1,663,202
• Proprietary Funds (Funds 4*)	7,333,984
• Internal Service Funds (Funds 5*)	658,179
• Agency Funds (Funds 6*)	118,358
• Permanent Funds (Funds 7*)	124,774
NET EFFECT ON FUND BALANCE	**$ 38,006,852**

[1] SKHHP is an agency fund created by interlocal agreement between the member agencies, including the City of Auburn, which is SKHHP's fiscal agent. This is an adjustment to revenue only and does not represent funds controlled by the City.

Adjust SKHHP capital revenue budget: Operating budget adjustment requests included in this amendment revise the revenue budget of the SKHHP fund based on anticipated contributions from member cities of revenue collected under Substitute House Bill 1406 – Local state-shared tax for affordable and supportive housing. The effect on fund balance from this adjustment is:

• SKHHP housing capital revenue	$ 3,939,210
NET EFFECT ON FUND BALANCE	**$ 3,939,210**

Adjust capital purchase and project budgets: These requests represent changes to project and capital purchase budgets to align with updated timelines and project scopes in accordance with strategic planning. The net effect on fund balance across all funds due to these proposed adjustments is **4,920,801**. Adjustments with significant on fund balance in this budget amendment include:

• Sound Transit property acquisition revenue[2]	$ 5,952,000
• Defer West Hills Springs transmission main repl. (cp2414)	1,050,000
• Defer OSEC Well 1 and Well 4 (wabd35)	275,000
• Defer West Hill Springs water quality (wabd38)	250,000
• Defer Infiltration and inflow evaluation (sebd11)	184,000
• Defer Stewart Road Sumner contribution (asbd45)	150,000
• Equipment Rental reimbursement[3]	-940,199
• Theater reconstruction (cp2414)[4]	-2,000,000
NET EFFECT ON FUND BALANCE	**$ 4,920,801**

New grant awards and expenditures: These requests recognize the receipt of new grants not previously budgeted and authorize their associated expenditures, and as such most have a net zero effect on fund balance. The net effect on fund balance across all funds due to these proposed adjustments is an increase of **$951,476**. Significant award amounts in this budget amendment include:

• C St SW Preservation (cp2123)[5]	$ 1,798,688
• Reservoir 2 seismic control (cp2413)[6]	1,268,750
• East Valley Highway widening (cp2311)	161,000
• South King County Senior Resource Hub grant[7]	155,303
• Police Department grants[8]	70,000
• Remove Arts and Culture Center grant (cp1612)[9]	-500,000
TOTAL REVENUES	**$ 2,953,741**
NET EFFECT ON FUND BALANCE	**$ 951,476**

[2] Revenue received for the acquisition of a city-owned parking lot, offset by expenditures for legal expenses and planning.
[3] Provides Equipment Rental with the needed authority to purchase all vehicles scheduled for 2024, which is currently lower than required due to unscheduled purchases and cost overruns in 2023 that reduced the carry forward budget.
[4] Three requests affect the Theater Reconstruction Project, with a net effect on fund balance of -$2.0M due to the addition of Park Impact Fee revenue to the project's funding. Also includes a $4.0M development contribution from IRG (net zero effect), a movement of $389,475 of ARPA-mitigated funds from the Dykstra Footbridge project, and an administrative reallocation of existing grant funding for the project from the Local Revitalization Fund to the Capital Projects Fund.
[5] Increased grant funding mitigates $984,067 in Arterial Street Preservation funds previously allocated to the project.
[6] Recognizes grant revenue and adds an additional $181,250 to the project, a net fund balance decrease of -$181,250.
[7] Existing budget recognized grant expenditures but not the full award amount. This correction increases budgeted ending balance by $148,659.
[8] WA State Criminal Justice Training Center ($60,000) and Internet Crimes Against Children Task Force ($10,000).
[9] This unsecured grant was budgeted, but the City was not awarded the grant. Therefore, it is being removed.

Adjust Operating Budget: These requests represent changes to the operating budget due to revisions of existing budget authority and requests for new budget authority. The net effect on fund balance across all funds due to these proposed adjustments is **-$188,358**, which includes:

• Facilities project adjustments[10]	$ 71,710
• Close out Fund 249 LID Guarantee[11]	-10
• SKHHP Affordable Housing Tax[12]	-15,058
• Comprehensive Plan consulting services (ms2114)[13]	-45,000
• Justice Center roof replacement[14]	-200,000
NET EFFECT ON FUND BALANCE	**$ -188,358**

Net Change to Ending Fund Balance: The net change to Citywide fund balance across all funds as a result of requests contained in this budget amendment.

• Net Change to Ending Balance	$ 47,629,981
TOTAL	**$ 47,629,981**

The following table summarizes the current and revised budget as a result of this amendment.

Table 2: 2024 Budget as Amended

2024 Amended Budget	**$ 524,053,988**
Budget Amendment #4 (Ord #6937)	64,193,193
Budget as Amended	**$ 588,247,181**

Attachments:

- ❖ 1. Proposed Ordinance #6945 (budget adjustment #5)
- ❖ 2. Summary of proposed 2024 budget adjustments by fund and department (Schedule A)
- ❖ 3. Summary of proposed changes to adopted 2024 budget by fund (Schedule B)

[10] Removes budget that was carried forward for completed projects.
[11] The purpose of this fund is no longer necessary, as the City no longer maintains a Local Improvement District.
[12] This is to true-up the City's budgeted 2024 payment to the actual receipt of SHB 1406 revenue in 2023.
[13] This was budgeted in 2023 but inadvertently left out of the carryforward requests in Budget Amendment #1.
[14] Originally budgeted in 2020; deferred due to constraints resulting from COVID-19.

ORDINANCE NO. 6945

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING THE CITY'S 2023-2024 BIENNIAL OPERATING AND CAPITAL BUDGETS

WHEREAS, at its November 21, 2022 regular meeting, the Auburn City Council enacted Ordinances No. 6879 and 6888, which adopted the City's 2023-2024 Biennial budget (Budget); and

WHEREAS, the City Council has amended the Budget four times since adoption (by enacting Ordinance No. 6900 on April 14, 2023, Ordinance No. 6911 on July 17, 2023, Ordinance No. 6918 on November 20, 2023, and Ordinance No. 6937 on April 15, 2024); and

WHEREAS, the City deems it necessary to amend the Budget a fifth time to appropriate additional funds into the various Budget funds outlined in the schedules attached to this Ordinance; and

WHEREAS, the City Council has approved this Ordinance by one more than its majority in accordance with RCW 35A.34.200.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendment of the 2023-2024 Biennial Budget. Pursuant to RCW 35A.34, the City hereby amends its 2023-2024 Biennial Budget to reflect the revenues and expenditures shown on Schedules "A" and "B" attached hereto and incorporated herein by reference.

Section 2. **Implementation.** The Mayor is authorized to utilize the revenue and expenditure amounts shown on Schedules "A" and "B" attached to this Ordinance. A copy of these Schedules are on file with the City Clerk and available for public inspection. The Mayor is further authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 3. **Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the application of it to any person or circumstance, will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 4. **Effective date.** This Ordinance will take effect and be in force five days from and after its passage, approval, and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Paul Byrne, Acting City Attorney

Published: _____

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
General Fund (#001)					
2024 Adopted Budget	9,475,710	101,921,889	101,372,924	10,024,675	
Previous Budget Amendments	13,172,463	5,907,683	11,925,293	7,154,853	
2024 Amended Budget	22,648,173	107,829,572	113,298,217	17,179,528	
BA#5 (Ordinance #6945, Proposed):	23,071,373	275,303	322,227	23,024,449	
Non-Departmental					
cp2414 Theater Design/Const	-	-	-	-	OT
City Attorney's Office					
Sound Transit Property Acquisition	-	50,000	50,000	-	OT
Community Development					
SKHHP Affordable Housing Tax Revenue	-	-	150,583	(150,583)	OT
Police Department					
2024 ICAC Grant Funds pd2402	-	10,000	10,000	-	OT
WSCJTC Wellness Grant	-	60,000	60,000	-	OT
Public Works Department					
MS2114 Professional Svc. CF	-	-	45,000	(45,000)	OT
Parks Department					
SKC Snr Resources 2024	-	155,303	6,644	148,659	OT
Non-Departmental					
True Up Beginning Balance	23,071,373	-	-	23,071,373	OT
Revised 2024 Budget - Fund 001	45,719,546	108,104,875	113,620,444	40,203,977	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Arterial Street Fund (#102)					
2024 Adopted Budget	690,081	11,307,150	11,968,800	28,431	
Previous Budget Amendments	1,669,206	14,478,580	15,877,250	270,536	
2024 Amended Budget	2,359,287	25,785,730	27,846,050	298,967	
BA#5 (Ordinance #6945, Proposed):	(80,156)	11,000	11,000	(80,156)	
True Up Beginning Balance	(80,156)	-	-	(80,156)	OT
Stewart Rd Sumner Contribution	-	(150,000)	(150,000)	-	OT
E Valley Hwy Widening Add Grnt	-	161,000	161,000	-	OT
Revised 2024 Budget - Fund 102	2,279,131	25,796,730	27,857,050	218,811	
Local Street Fund (#103)					
2024 Adopted Budget	2,494,389	2,546,100	1,951,300	3,089,189	
Previous Budget Amendments	3,282,663	1,150,329	3,936,738	496,254	
2024 Amended Budget	5,777,052	3,696,429	5,888,038	3,585,443	
BA#5 (Ordinance #6945, Proposed):	595,405	-	-	595,405	
True Up Beginning Balance	595,405	-	-	595,405	OT
Revised 2024 Budget - Fund 103	6,372,457	3,696,429	5,888,038	4,180,848	
Hotel/Motel Tax Fund (#104)					
2024 Adopted Budget	446,979	143,900	177,100	413,779	
Previous Budget Amendments	(23,880)	85,000	85,000	(23,880)	
2024 Amended Budget	423,099	228,900	262,100	389,899	
BA#5 (Ordinance #6945, Proposed):	83,481	-	-	83,481	
True Up Beginning Balance	83,481	-	-	83,481	OT
Revised 2024 Budget - Fund 104	506,580	228,900	262,100	473,380	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Arterial Street Preservation Fund (#105)					
2024 Adopted Budget	2,641,130	4,203,100	5,250,000	1,594,230	
Previous Budget Amendments	2,577,891	1,872,991	4,722,555	(271,673)	
2024 Amended Budget	5,219,021	6,076,091	9,972,555	1,322,557	
BA#5 (Ordinance #6945, Proposed):	554,000	1,798,688	814,621	1,538,067	
True Up Beginning Balance	554,000	-	-	554,000	OT
C St SW Additional Grant Funds	-	1,798,688	814,621	984,067	OT
Revised 2024 Budget - Fund 105	5,773,021	7,874,779	10,787,176	2,860,624	
Drug Forfeiture Fund (#117)					
2024 Adopted Budget	612,565	148,000	404,917	355,648	
Previous Budget Amendments	209,779	-	-	209,779	
2024 Amended Budget	822,344	148,000	404,917	565,427	
BA#5 (Ordinance #6945, Proposed):	137,022	-	-	137,022	
True Up Beginning Balance	137,022	-	-	137,022	OT
Revised 2024 Budget - Fund 117	959,366	148,000	404,917	702,449	
Recreation Trails Fund (#120)					
2024 Adopted Budget	102,945	7,100	-	110,045	
Previous Budget Amendments	1,324	-	66,210	(64,886)	
2024 Amended Budget	104,269	7,100	66,210	45,159	
BA#5 (Ordinance #6945, Proposed):	4,751	-	-	4,751	
True Up Beginning Balance	4,751	-	-	4,751	OT
Revised 2024 Budget - Fund 120	109,020	7,100	66,210	49,910	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Cumulative Reserve Fund (#122)					
2024 Adopted Budget	29,402,101	80,000	12,959,994	16,522,107	
Previous Budget Amendments	(903,325)	-	(255,215)	(648,110)	
2024 Amended Budget	28,498,776	80,000	12,704,779	15,873,997	
BA#5 (Ordinance #6945, Proposed):	2,391,039	6,102,000	190,085	8,302,954	
True Up Beginning Balance	2,391,039	-	-	2,391,039	OT
Sound Transit Property Acquisition	-	6,102,000	150,000	5,952,000	OT
HVAC Project Removal and Xfer In for Camera Project	-	-	40,085	(40,085)	OT
Revised 2024 Budget - Fund 122	30,889,815	6,182,000	12,894,864	24,176,951	
Mitigation Fees Fund (#124)					
2024 Adopted Budget	5,533,385	1,600,100	7,003,800	129,685	
Previous Budget Amendments	9,508,682	-	4,633,975	4,874,707	
2024 Amended Budget	15,042,067	1,600,100	11,637,775	5,004,392	
BA#5 (Ordinance #6945, Proposed):	1,329,399	-	1,850,000	(520,601)	
True Up Beginning Balance	1,329,399	-	-	1,329,399	OT
Stewart Rd Sumner Contribution	-	-	(150,000)	150,000	OT
cp2414 Theater Design/Const	-	-	2,000,000	(2,000,000)	OT
Revised 2024 Budget - Fund 124	16,371,466	1,600,100	13,487,775	4,483,791	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
2020 LTGO A&B Refunding Bonds Fund (#232)					
2024 Adopted Budget	662,707	1,504,200	1,504,100	662,807	
Previous Budget Amendments	(202,544)	-	-	(202,544)	
2024 Amended Budget	460,163	1,504,200	1,504,100	460,263	
BA#5 (Ordinance #6945, Proposed):	23,753	-	-	23,753	
True Up Beginning Balance	23,753	-	-	23,753	OT
Revised 2024 Budget - Fund 232	483,916	1,504,200	1,504,100	484,016	
LID Guarantee Fund (#249)					
2024 Adopted Budget	1,697	10	-	1,707	
Previous Budget Amendments	15	-	-	15	
2024 Amended Budget	1,712	10	-	1,722	
BA#5 (Ordinance #6945, Proposed):	(1,712)	(10)	-	(1,722)	
Close F249 LID Guarantee	-	(10)	-	(10)	OT
True Up Beginning Balance	(1,712)	-	-	(1,712)	OT
Revised 2024 Budget - Fund 249	-	-	-	-	
Parks Construction Fund (#321)					
2024 Adopted Budget	1,013,804	568,800	768,500	814,104	
Previous Budget Amendments	469,898	1,906,767	2,956,946	(580,281)	
2024 Amended Budget	1,483,702	2,475,567	3,725,446	233,823	
BA#5 (Ordinance #6945, Proposed):	105,593	(389,475)	(389,475)	105,593	
True Up Beginning Balance	105,593	-	-	105,593	OT
cp2414 Theater Design/Const	-	(389,475)	(389,475)	-	OT
Revised 2024 Budget - Fund 321	1,589,295	2,086,092	3,335,971	339,416	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Capital Improvements Fund (#328)					
2024 Adopted Budget	13,591,156	4,099,300	7,249,500	10,440,956	
Previous Budget Amendments	538,790	5,387,361	8,963,465	(3,037,314)	
2024 Amended Budget	14,129,946	9,486,661	16,212,965	7,403,642	
BA#5 (Ordinance #6945, Proposed):	1,539,344	7,466,415	7,718,915	1,286,844	
True Up Beginning Balance	1,539,344	-	-	1,539,344	OT
Arts & Culture Center (cp1612)	-	(500,000)	(500,000)	-	OT
Theater Reconstruct IRG cp2414	-	4,000,000	4,000,000	-	OT
cp2414 Theater Design & Constr	-	1,498,650	1,498,650	-	OT
cp2414 Theater Design/Const	-	2,389,475	2,389,475	-	OT
Sound Transit Property Acquisition	-	150,000	150,000	-	OT
Justice Center Roof Replacement	-	-	200,000	(200,000)	OT
HVAC Project Removal and Xfer In for Camera Project	-	(71,710)	(19,210)	(52,500)	OT
Revised 2024 Budget - Fund 328	15,669,290	16,953,076	23,931,880	8,690,486	
Local Revitalization Fund (#330)					
2024 Adopted Budget	2,031	2,082,866	2,081,866	3,031	
Previous Budget Amendments	465,630	2,191,907	2,652,948	4,589	
2024 Amended Budget	467,661	4,274,773	4,734,814	7,620	
BA#5 (Ordinance #6945, Proposed):	18,265	(1,498,650)	(1,498,650)	18,265	
True Up Beginning Balance	18,265	-	-	18,265	OT
cp2414 Theater Design & Constr	-	(1,498,650)	(1,498,650)	-	OT
Revised 2024 Budget - Fund 330	485,926	2,776,123	3,236,164	25,885	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Water Fund (#430)					
2024 Adopted Budget	6,238,052	18,963,410	21,242,749	3,958,713	
Previous Budget Amendments	5,085,210	-	5,340,419	(255,209)	
2024 Amended Budget	11,323,262	18,963,410	26,583,168	3,703,504	
BA#5 (Ordinance #6945, Proposed):	6,278,825	-	5,500,000	778,825	
True Up Beginning Balance	6,278,825	-	-	6,278,825	OT
Operating to Capital Xfers	-	-	5,500,000	(5,500,000)	OT
Revised 2024 Budget - Fund 430	17,602,087	18,963,410	32,083,168	4,482,329	
Sewer Fund (#431)					
2024 Adopted Budget	8,526,494	9,661,700	10,676,197	7,511,997	
Previous Budget Amendments	2,798,451	-	425,064	2,373,387	
2024 Amended Budget	11,324,945	9,661,700	11,101,261	9,885,384	
BA#5 (Ordinance #6945, Proposed):	4,681,792	-	-	4,681,792	
True Up Beginning Balance	4,681,792	-	-	4,681,792	OT
Revised 2024 Budget - Fund 431	16,006,737	9,661,700	11,101,261	14,567,176	
Storm Drainage Fund (#432)					
2024 Adopted Budget	13,315,693	11,160,700	17,964,446	6,511,947	
Previous Budget Amendments	1,045,061	130,000	1,455,974	(280,913)	
2024 Amended Budget	14,360,754	11,290,700	19,420,420	6,231,034	
BA#5 (Ordinance #6945, Proposed):	1,979,030	-	-	1,979,030	
True Up Beginning Balance	1,979,030	-	-	1,979,030	OT
Revised 2024 Budget - Fund 432	16,339,784	11,290,700	19,420,420	8,210,064	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Sewer Metro Sub Fund (#433)					
2024 Adopted Budget	3,355,634	21,989,300	21,961,800	3,383,134	
Previous Budget Amendments	909,796	-	-	909,796	
2024 Amended Budget	4,265,430	21,989,300	21,961,800	4,292,930	
BA#5 (Ordinance #6945, Proposed):	616,896	-	-	616,896	
True Up Beginning Balance	616,896	-	-	616,896	OT
Revised 2024 Budget - Fund 433	4,882,326	21,989,300	21,961,800	4,909,826	
Solid Waste Fund (#434)					
2024 Adopted Budget	2,248,453	28,102,400	28,328,158	2,022,695	
Previous Budget Amendments	(581,836)	2,489,000	2,924,000	(1,016,836)	
2024 Amended Budget	1,666,617	30,591,400	31,252,158	1,005,859	
BA#5 (Ordinance #6945, Proposed):	(470,126)	-	-	(470,126)	
True Up Beginning Balance	(470,126)	-	-	(470,126)	OT
Revised 2024 Budget - Fund 434	1,196,491	30,591,400	31,252,158	535,733	
Airport Fund (#435)					
2024 Adopted Budget	267,581	1,938,000	2,107,005	98,576	
Previous Budget Amendments	1,184,905	781,756	1,024,989	941,672	
2024 Amended Budget	1,452,486	2,719,756	3,131,994	1,040,248	
BA#5 (Ordinance #6945, Proposed):	466,277	-	300,000	166,277	
True Up Beginning Balance	466,277	-	-	466,277	OT
Operating to Capital Xfers	-	-	300,000	(300,000)	OT
Revised 2024 Budget - Fund 435	1,918,763	2,719,756	3,431,994	1,206,525	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Cemetery Fund (#436)					
2024 Adopted Budget	936,113	1,432,300	1,878,038	490,375	
Previous Budget Amendments	(160,795)	37,700	37,700	(160,795)	
2024 Amended Budget	775,318	1,470,000	1,915,738	329,580	
BA#5 (Ordinance #6945, Proposed):	944,192	30,000	330,000	644,192	
True Up Beginning Balance	944,192	-	-	944,192	OT
Operating to Capital Xfers	-	-	300,000	(300,000)	OT
Forest Walk Phase 3 cp2316	-	30,000	30,000	-	OT
Revised 2024 Budget - Fund 436	1,719,510	1,500,000	2,245,738	973,772	
Water Capital Fund (#460)					
2024 Adopted Budget	1,032,208	5,603,310	6,176,810	458,708	
Previous Budget Amendments	11,637,627	6,003,034	17,605,723	34,938	
2024 Amended Budget	12,669,835	11,606,344	23,782,533	493,646	
BA#5 (Ordinance #6945, Proposed):	(7,086,601)	6,768,750	(125,000)	(192,851)	
True Up Beginning Balance	(7,086,601)	-	-	(7,086,601)	OT
Operating to Capital Xfers	-	5,500,000	-	5,500,000	OT
cp2303 W Hill Spg Trans Repl	-	-	(1,050,000)	1,050,000	OT
CP2413 Res 2 Seismic Control	-	1,268,750	1,450,000	(181,250)	OT
wabd35 OSEC Well 1 & 4 fut yr	-	-	(275,000)	275,000	OT
wabd38 W Hill Sprgs Water Imp	-	-	(250,000)	250,000	OT
Revised 2024 Budget - Fund 460	5,583,234	18,375,094	23,657,533	300,795	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Sewer Capital Fund (#461)					
2024 Adopted Budget	3,072,257	377,200	1,344,000	2,105,457	
Previous Budget Amendments	7,205,600	-	8,395,467	(1,189,867)	
2024 Amended Budget	10,277,857	377,200	9,739,467	915,590	
BA#5 (Ordinance #6945, Proposed):	535,098	-	(184,000)	719,098	
True Up Beginning Balance	535,098	-	-	535,098	OT
I/I Eval Budget Reduct. sebd11	-	-	(184,000)	184,000	OT
Revised 2024 Budget - Fund 461	10,812,955	377,200	9,555,467	1,634,688	
Storm Drainage Capital Fund (#462)					
2024 Adopted Budget	1,567,248	7,536,200	8,065,000	1,038,448	
Previous Budget Amendments	6,690,078	1,000,000	8,251,132	(561,054)	
2024 Amended Budget	8,257,326	8,536,200	16,316,132	477,394	
BA#5 (Ordinance #6945, Proposed):	(18,038)	-	-	(18,038)	
True Up Beginning Balance	(18,038)	-	-	(18,038)	OT
Revised 2024 Budget - Fund 462	8,239,288	8,536,200	16,316,132	459,356	
Airport Capital Fund (#465)					
2024 Adopted Budget	73,580	1,145,755	1,101,210	118,125	
Previous Budget Amendments	468,611	5,255,611	5,724,222	-	
2024 Amended Budget	542,191	6,401,366	6,825,432	118,125	
BA#5 (Ordinance #6945, Proposed):	(304,453)	300,000	-	(4,453)	
True Up Beginning Balance	(304,453)	-	-	(304,453)	OT
Operating to Capital Xfers	-	300,000	-	300,000	OT
Revised 2024 Budget - Fund 465	237,738	6,701,366	6,825,432	113,672	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Cemetery Capital Fund (#466)					
2024 Adopted Budget	7,234	100	50	7,284	
Previous Budget Amendments	328,479	37,700	361,073	5,106	
2024 Amended Budget	335,713	37,800	361,123	12,390	
BA#5 (Ordinance #6945, Proposed):	(288,908)	330,000	30,000	11,092	
True Up Beginning Balance	(288,908)	-	-	(288,908)	OT
Operating to Capital Xfers	-	300,000	-	300,000	OT
Forest Walk Phase 3 cp2316	-	30,000	30,000	-	OT
Revised 2024 Budget - Fund 466	46,805	367,800	391,123	23,482	
Insurance Fund (#501)					
2024 Adopted Budget	1,540,275	12,000	182,500	1,369,775	
Previous Budget Amendments	(221,809)	-	135,000	(356,809)	
2024 Amended Budget	1,318,466	12,000	317,500	1,012,966	
BA#5 (Ordinance #6945, Proposed):	111,230	-	-	111,230	
True Up Beginning Balance	111,230	-	-	111,230	OT
Revised 2024 Budget - Fund 501	1,429,696	12,000	317,500	1,124,196	
Workers' Comp Fund (#503)					
2024 Adopted Budget	3,496,920	1,144,900	751,000	3,890,820	
Previous Budget Amendments	(375,005)	-	309,300	(684,305)	
2024 Amended Budget	3,121,915	1,144,900	1,060,300	3,206,515	
BA#5 (Ordinance #6945, Proposed):	266,054	-	-	266,054	
True Up Beginning Balance	266,054	-	-	266,054	OT
Revised 2024 Budget - Fund 503	3,387,969	1,144,900	1,060,300	3,472,569	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Facilities Fund (#505)					
2024 Adopted Budget	368,394	4,451,000	4,468,294	351,100	
Previous Budget Amendments	37,394	20,520	256,840	(198,926)	
2024 Amended Budget	405,788	4,471,520	4,725,134	152,174	
BA#5 (Ordinance #6945, Proposed):	(197,984)	292,585	128,290	(33,689)	
True Up Beginning Balance	(197,984)	-	-	(197,984)	OT
Justice Center Roof Replacement	-	200,000	200,000	-	OT
HVAC Project Removal and Xfer In for Camera Project	-	92,585	(71,710)	164,295	OT
Revised 2024 Budget - Fund 505	207,804	4,764,105	4,853,424	118,485	
Innovation & Technology Fund (#518)					
2024 Adopted Budget	3,027,250	11,696,580	11,755,538	2,968,292	
Previous Budget Amendments	(804,753)	76,750	140,370	(868,373)	
2024 Amended Budget	2,222,497	11,773,330	11,895,908	2,099,919	
BA#5 (Ordinance #6945, Proposed):	484,117	-	625,000	(140,883)	
True Up Beginning Balance	484,117	-	-	484,117	OT
Operating to Capital Xfers	-	-	625,000	(625,000)	OT
Revised 2024 Budget - Fund 518	2,706,614	11,773,330	12,520,908	1,959,036	
Equipment Rental Fund (#550)					
2024 Adopted Budget	1,731,660	3,608,990	3,749,447	1,591,203	
Previous Budget Amendments	273,708	-	216,328	57,380	
2024 Amended Budget	2,005,368	3,608,990	3,965,775	1,648,583	
BA#5 (Ordinance #6945, Proposed):	1,270,463	-	-	1,270,463	
True Up Beginning Balance	1,270,463	-	-	1,270,463	OT
Revised 2024 Budget - Fund 550	3,275,831	3,608,990	3,965,775	2,919,046	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
Equipment Rental Capital Fund (#560)					
2024 Adopted Budget	4,882,593	3,023,152	2,648,380	5,257,365	
Previous Budget Amendments	1,106,639	2,462,261	5,735,024	(2,166,124)	
2024 Amended Budget	5,989,232	5,485,413	8,383,404	3,091,241	
BA#5 (Ordinance #6945, Proposed):	(650,457)	-	940,199	(1,590,656)	
Equip. Rental CF Reimbursement	-	-	940,199	(940,199)	OT
True Up Beginning Balance	(650,457)	-	-	(650,457)	OT
Revised 2024 Budget - Fund 560	5,338,775	5,485,413	9,323,603	1,500,585	
IT Capital Fund (#568)					
2024 Adopted Budget	326,754	603,944	514,544	416,154	
Previous Budget Amendments	903,930	199,456	1,064,916	38,470	
2024 Amended Budget	1,230,684	803,400	1,579,460	454,624	
BA#5 (Ordinance #6945, Proposed):	(625,244)	625,000	-	(244)	
True Up Beginning Balance	(625,244)	-	-	(625,244)	OT
Operating to Capital Xfers	-	625,000	-	625,000	OT
Revised 2024 Budget - Fund 568	605,440	1,428,400	1,579,460	454,380	
Fire Pension Fund (#611)					
2024 Adopted Budget	1,697,971	103,600	206,256	1,595,315	
Previous Budget Amendments	74,905	-	28,000	46,905	
2024 Amended Budget	1,772,876	103,600	234,256	1,642,220	
BA#5 (Ordinance #6945, Proposed):	97,452	-	-	97,452	
True Up Beginning Balance	97,452	-	-	97,452	OT
Revised 2024 Budget - Fund 611	1,870,328	103,600	234,256	1,739,672	

Schedule A
Summary of 2024 Budget Adjustments by Fund
Budget Amendment #5 (Ordinance #6945)

	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance	OT/OG
SKHHP Fund (#654)					
2024 Adopted Budget	1,599,818	331,000	377,600	1,553,218	
Previous Budget Amendments	6,070,376	45,565	1,126,573	4,989,368	
2024 Amended Budget	7,670,194	376,565	1,504,173	6,542,586	
BA#5 (Ordinance #6945, Proposed):	20,906	4,074,735	-	4,095,641	
SKHHP – Housing Capital Revenue	-	3,939,210	-	3,939,210	OT
SKHHP Affordable Housing Tax Revenue	-	135,525	-	135,525	OT
True Up Beginning Balance	20,906	-	-	20,906	OT
Revised 2024 Budget - Fund 654	7,691,100	4,451,300	1,504,173	10,638,227	
Cemetery Endowment Fund (#701)					
2024 Adopted Budget	2,222,477	64,130	-	2,286,607	
Previous Budget Amendments	42,958	-	-	42,958	
2024 Amended Budget	2,265,435	64,130	-	2,329,565	
BA#5 (Ordinance #6945, Proposed):	124,774	-	-	124,774	
True Up Beginning Balance	124,774	-	-	124,774	OT
Revised 2024 Budget - Fund 701	2,390,209	64,130	-	2,454,339	
Grand Total - All Funds					
2024 Adopted Budget	128,255,683	269,799,652	304,836,791	93,218,544	
Previous Budget Amendments	74,478,682	51,519,971	116,115,777	9,882,876	
2024 Amended Budget	202,734,365	321,319,623	420,952,568	103,101,420	
Total BA#5 (Ordinance #6945, Proposed):	38,006,852	26,186,341	16,563,212	47,629,981	
Revised 2024 Budget	240,741,217	347,505,964	437,515,780	150,731,401	
		588,247,181		588,247,181	

Schedule B
2024 Ending Fund Balance/Working Capital
by Fund

Fund	2024 Amended Beginning Balance	2024 Amended Ending Balance	BA#5 (ORD #6945) Revenues	BA#5 (ORD #6945) Expenditures	BA#5 (ORD #6945) Net Change in Fund Balance	Revised Ending Balance
General Fund (#001)	22,648,173	17,179,528	23,346,676	322,227	23,024,449	40,203,977
Arterial Street Fund (#102)	2,359,287	298,967	(69,156)	11,000	(80,156)	218,811
Local Street Fund (#103)	5,777,052	3,585,443	595,405	-	595,405	4,180,848
Hotel/Motel Tax Fund (#104)	423,099	389,899	83,481	-	83,481	473,380
Arterial Street Preservation Fund (#105)	5,219,021	1,322,557	2,352,688	814,621	1,538,067	2,860,624
American Rescue Plan Act Fund (#106)	-	-	-	-	-	-
Drug Forfeiture Fund (#117)	822,344	565,427	137,022	-	137,022	702,449
Housing and Comm Develop Fund (#119)	42,904	42,904	-	-	-	42,904
Recreation Trails Fund (#120)	104,269	45,159	4,751	-	4,751	49,910
BIA Fund (#121)	-	-	-	-	-	-
Cumulative Reserve Fund (#122)	28,498,776	15,873,997	8,493,039	190,085	8,302,954	24,176,951
Mitigation Fees Fund (#124)	15,042,067	5,004,392	1,329,399	1,850,000	(520,601)	4,483,791
2020 LTGO A&B Refunding Bonds Fund (#232)	460,163	460,263	23,753	-	23,753	484,016
SCORE Debt Service Fund (#238)	-	-	-	-	-	-
LID Guarantee Fund (#249)	1,712	1,722	(1,722)	-	(1,722)	-
Golf/Cemetery 2016 Refunding Fund (#276)	-	-	-	-	-	-
Parks Construction Fund (#321)	1,483,702	233,823	(283,882)	(389,475)	105,593	339,416
Capital Improvements Fund (#328)	14,129,946	7,403,642	9,005,759	7,718,915	1,286,844	8,690,486
Local Revitalization Fund (#330)	467,661	7,620	(1,480,385)	(1,498,650)	18,265	25,885
Water Fund (#430)	11,323,262	3,703,504	6,278,825	5,500,000	778,825	4,482,329
Sewer Fund (#431)	11,324,945	9,885,384	4,681,792	-	4,681,792	14,567,176
Storm Drainage Fund (#432)	14,360,754	6,231,034	1,979,030	-	1,979,030	8,210,064
Sewer Metro Sub Fund (#433)	4,265,430	4,292,930	616,896	-	616,896	4,909,826
Solid Waste Fund (#434)	1,666,617	1,005,859	(470,126)	-	(470,126)	535,733
Airport Fund (#435)	1,452,486	1,040,248	466,277	300,000	166,277	1,206,525
Cemetery Fund (#436)	775,318	329,580	974,192	330,000	644,192	973,772
Water Capital Fund (#460)	12,669,835	493,646	(317,851)	(125,000)	(192,851)	300,795
Sewer Capital Fund (#461)	10,277,857	915,590	535,098	(184,000)	719,098	1,634,688
Storm Drainage Capital Fund (#462)	8,257,326	477,394	(18,038)	-	(18,038)	459,356
Airport Capital Fund (#465)	542,191	118,125	(4,453)	-	(4,453)	113,672
Cemetery Capital Fund (#466)	335,713	12,390	41,092	30,000	11,092	23,482
Insurance Fund (#501)	1,318,466	1,012,966	111,230	-	111,230	1,124,196
Workers' Comp Fund (#503)	3,121,915	3,206,515	266,054	-	266,054	3,472,569
Facilities Fund (#505)	405,788	152,174	94,601	128,290	(33,689)	118,485
Innovation & Technology Fund (#518)	2,222,497	2,099,919	484,117	625,000	(140,883)	1,959,036
Equipment Rental Fund (#550)	2,005,368	1,648,583	1,270,463	-	1,270,463	2,919,046
Equipment Rental Capital Fund (#560)	5,989,232	3,091,241	(650,457)	940,199	(1,590,656)	1,500,585
IT Capital Fund (#568)	1,230,684	454,624	(244)	-	(244)	454,380
Fire Pension Fund (#611)	1,772,876	1,642,220	97,452	-	97,452	1,739,672
SKHHP Fund (#654)	7,670,194	6,542,586	4,095,641	-	4,095,641	10,638,227
Cemetery Endowment Fund (#701)	2,265,435	2,329,565	124,774	-	124,774	2,454,339

2023/2024
Budget Amendment #5

CITY COUNCIL STUDY SESSION

AUGUST 12, 2024

Budget Adjustment #5

Types of Adjustments

1. Beginning Fund Balance True-up
2. Carryforward unspent 2023 budget items
3. New programs with new offsetting revenue
4. Capital Project Adjustments

General Fund – Summary of Changes

1. $23,071,373 beginning fund balance true-up
2. $195,583 carryforward items from 2023 (2 items)
3. $126,644 in programs with new revenue (4 items)

All requests are 1x adjustments

General Fund Adjustments – Details and Fund Balance Impact

Type	Description	Revenue	Expenditure	Net Impact
Beg. Fund Balance	Beginning Fund Balance True Up	$ -	$ -	$ 23,071,373
Carry Forward	SKHHP - City Contribution	-	150,583	(150,583)
Carry Forward	2024 Transportation Comp and Safety Plans	-	45,000	(45,000)
New Revenue	Sound Transit - Attorney Fees	50,000	50,000	-
New Revenue	Grant - 2024 ICAC	10,000	10,000	-
New Revenue	Grant - WSCJTC Wellness	60,000	60,000	-
New Revenue	Grant - SKC Senior Resources	155,303	6,644	148,659
Total General Fund Adjustments		**$ 275,303**	**$ 322,227**	**$ 23,024,449**

All Other Funds - Summary of Changes

1. $14,790,149 beginning fund balance true-up
2. $1,140,199 carryforward items from 2023 (2 items)
3. $10,493,746 in programs with new revenue (6 items)
4. $1,575,000 in capital project reductions (4 items)

All requests are 1x adjustments

All Other Funds – Detailed Requests

Type	Description	Fund	Revenue	Expenditure	Net Impact
Beg. Fund Balance	Beginning Fund Balance True Up	All Funds			$ 14,790,149
New Revenue	Grant - E Valley Hwy	Arterial Street	161,000	161,000	-
New Revenue	Grant - C Street SW	Arterial Street	1,798,688	814,621	984,067
New Revenue	Settlement (attorney's fees and design)	Cumulative Reserve	6,102,000	200,000	5,902,000
New Revenue	Theater Construction	Capital Improvements Fund	5,498,650	7,888,125	(2,389,475)
New Revenue	Forest Walk Phase 3	Cemetery	30,000	30,000	-
New Revenue	Grant - Resevoir 2 Siesmic Control	Water	1,268,750	1,450,000	(181,250)
Capital Reduction	W hill Spring Transmision	Water	-	1,050,000	(1,050,000)
Capital Reduction	OSEC Well 1 & 4	Water	-	275,000	(275,000)
Capital Reduction	W Hill Spring Water Improvements	Water	-	250,000	(250,000)
Capital Reduction	1/1 Evaluation	Sewer	-	184,000	(184,000)
Carry Forward	Camera Project Funding	Facilites	164,295	-	164,295
Carry Forward	Justice Center Roof Replacment	Facilites	-	200,000	(200,000)
Carry Forward	Increased Cost for Replacments	ERR	-	940,199	(940,199)
Total Adjustments - All Other Funds			**$ 15,023,383**	**$ 13,442,945**	**$ 16,370,587**

Next Steps:

August 19, 2024

- Adopt BA#5

CITY OF AUBURN WASHINGTON

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5780 (Krum) (90 Minutes)

Date:
August 7, 2024

Department:
Community Development

Attachments:
Resolution No. 5780
Comprehensive Plan Phase 1 Presentation
Exhibit A - Comprehensive Plan Land Use Element
Exhibit B - Comprehensive Plan Housing Element
Exhibit C - Comprehensive Plan Economic Development Element
Periodic Comprehensive Plan Package 1 Presentation
Exhibit D - Comprehensive Plan Historic Preservation Element
Exhibit E - Comprehensive Plan Climate Element

Budget Impact:
Current Budget: $0
Proposed Revision: $0
Revised Budget: $0

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

Resolution No. 5780 acknowledges Planning Commission's recommendation for adoption of the Community Development led Comprehensive Plan Elements.

The City's Periodic Comprehensive Plan, which provides policy and technical information in compliance with Growth Management Act, Puget Sound Regional Council, and Countywide Planning Policies for King and Pierce Counties, is scheduled to be adopted by City Council in December 2024.

City staff presented at a series of Planning Commission Public Meetings and Public Hearings on the Land Use Element, Housing Element, Economic Development Element, Historic Preservation Element, and Climate Element of the Comprehensive Plan between April and June 2024. Staff incorporated Planning Commission comments and recommendations received at meetings into a final draft package (referenced as Package 1) of Elements and related materials. On July 16, 2024, at a regular meeting, Planning Commission recommended this package for adoption by the City Council. Remaining Elements, utilities systems plans, and related background materials are scheduled for Planning Commission action on October 23, 2024 (referenced as Package 2). Both Package 1 and Package 2 will be before City Council in Winter 2024 for final approval in December 2024.

Resolution No. 5780 provides Community Development with City Council's concurrence that the conceptual policy direction outlined in Planning Commission Package 1 is sufficient for staff to develop draft City Code Amendments for future adoption to implement those policies. Staff will present final draft Package 1 Elements and City Code Amendments to City Council at three study session meetings occurring on October 28, 2024, November 12, 2024, and November 25, 2024, in advance of final comprehensive plan action on December 2, 2024. Other departments are scheduled to present Package 2 materials to City Council at separate meetings scheduled for August, September, and October 2024.

Reviewed by Council Committees:

Councilmember: Tracy Taylor **Staff:** Jason Krum

Meeting Date: August 12, 2024 Item Number:

RESOLUTION NO. 5780

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION ON THE COMPREHENSIVE PLAN LAND USE ELEMENT, HOUSING ELEMENT, ECONOMIC DEVELOPMENT ELEMENT, HISTORIC PRESERVATION ELEMENT, AND CLIMATE ACTION ELEMENT FOR THE PURPOSE OF PROVIDING SUPPORT TO DRAFT DEVELOPMENT REGULATIONS THAT IMPLEMENT THESE ELEMENTS

WHEREAS, Chapter 36.70A RCW requires that the City of Auburn adopt and implement a Comprehensive Plan; and

WHEREAS, RCW 36.70A.070 establishes a list of mandatory elements that are required to be included within a Comprehensive Plan; and

WHEREAS, mandatory elements include Land Use, Housing, Capital Facilities, Utilities, Transportation, Economic Development, Parks and Recreation, and Climate Action; and

WHEREAS, the Land Use Element was heard before Planning Commission at a Public Meeting on April 2, 2024 and held a Public Hearing on April 16, 2024, and deliberated on a motion of "acceptance" of the Land Use Element April 16, 2024, and provided a decision of "acceptance" on April 16, 2024; and

WHEREAS, the Housing Element was heard before Planning Commission at a Public Meeting on April 2, 2024 and held a Public Hearing on April 16, 2024, and deliberated on a motion of "acceptance" of the Housing Element April 16, 2024, and provided a decision of "acceptance" on April 16, 2024; and

WHEREAS, the Economic Development Element was heard before Planning Commission at a Public Meeting on April 16, 2024 and held a Public Hearing on April 30,

2024, and deliberated on a motion of "acceptance" of the Economic Development Element April 30, 2024, and provided a decision of "acceptance" on April 30, 2024; and

WHEREAS, the Historic Preservation Element was heard before Planning Commission at a Public Meeting on April 16, 2024 and held a Public Hearing on April 30, 2024, and deliberated on a motion of "acceptance" of the Historic Preservation Element April 30, 2024, and provided a decision of "acceptance" on April 30, 2024; and

WHEREAS, the Climate Element was heard before Planning Commission at a Public Meeting on April 30, 2024 and held a Public Hearing on May 7, 2024, and deliberated on a motion of "acceptance" of the Climate Element on May 7, 2024, and provided a decision of "acceptance" on May 7, 2024; and

WHEREAS, on July 16, 2024, Planning Commission provided a decision to recommend adoption of Comprehensive Plan Elements Package 1 consisting of the Land Use Element, Housing Element, Economic Development Element, Historic Preservation Element, and Climate Element to City Council; and

WHEREAS, a Draft Environmental Impact Statement (DEIS) for the Comprehensive Plan, including the Elements contained in Package 1, was published on May 20, 2024 for 30-day comment period per WAC 197-11-455; and

WHEREAS, an in-person DEIS public meeting was held in City Council Chambers on June 5, 2024 and a virtual DEIS meeting was held via Zoom on June 6, 2024; and

WHEREAS, the Land Use Element, Housing Element, Economic Development Element, Historic Preservation Element, and Climate Element were transmitted to the Department of Commerce and Puget Sound Regional Council for 60-day review on April

9, 2024 and King County Affordable Housing Committee for unspecified review timeline on April 9, 2024; and

WHEREAS, Department of Commerce provided review comments on June 10, 2024, Puget Sound Regional Council provided review comments on May 21, 2024, and King County Affordable Housing Committee provided final review comments on July 23, 2024; and

WHEREAS, Department of Commerce, Puget Sound Regional Council, King County Affordable Housing Committee, other public agency, and public comment will be addressed in final draft of Land Use Element, Housing Element, Economic Development Element, Historic Preservation Element, and Climate Element for City Council consideration; and

WHEREAS, RCW 36.70A.040 requires that development regulations be consistent with the Comprehensive Plan; and

WHEREAS, drafting development regulations that implement the Comprehensive Plan is a significant undertaking; and

WHEREAS, the purpose of this resolution is for City Council to provide support for the framework established within the Land Use, Housing, Economic Development, Historic Preservation, and Climate Action Elements that allows City staff to initiate drafting of the implementing development regulations that carry out the concepts articulated within these policy documents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, RESOLVES as follows:

Section 1. The Planning Commission's recommendation on the Comprehensive Plan Land Use Element, Housing Element, Economic Development Element, Historic Preservation Element, and Climate Action Element for the purpose of providing support to draft development regulations that implement these elements are hereby accepted.

Section 2. This Resolution will take effect and be in full force on passage and signatures.

Dated and Signed: _____

CITY OF AUBURN

_____
NANCY BACKUS, MAYOR

ATTEST:

_____
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

_____
Paul Byrne, Acting City Attorney

CITY COUNCIL: STUDY SESSION

2024 COMP PLAN: PACKAGE 1 OVERVIEW (RESOLUTION 5780)

PRESENTED BY DEPARTMENT OF COMMUNITY DEVELOPMENT

ALEXANDRIA TEAGUE, PLANNING MANAGER
JENN FRANCIS, EC. DEV. MANAGER
DINAH REED, SENIOR PLANNER
ALYSSA TATRO, PLANNER II

AUGUST 12, 2024

Department of Community Development
Planning • Building • Development Engineering • Permit Center
Economic Development • Code Enforcement

AUBURN VALUES

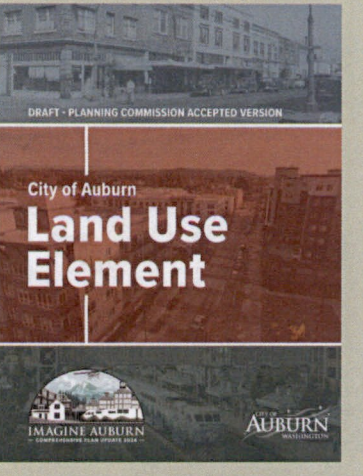
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ECONOMY
CHARACTER
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2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

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~COMPREHENSIVE PLAN UPDATE 2024~

Purposed and Scope of Comprehensive Plan & Amendments

- **Auburn Comprehensive Plan Elements**
  - Core Plan (Community Development)
  - Land Use (Community Development)
  - Housing (Community Development)
  - Historic Preservation (Community Development)
  - Climate Change – NEW (Community Development)
  - Economic Development (Community Development)
  - Capital Facilities (Public Works)
  - Transportation (Public Works)
  - Utilities (Public Works)
  - Parks and Recreation (Parks)



Citywide effort involving all departments coordinating together to create a cohesive, consistent, and forward-thinking Plan covering range of subject areas

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2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

Comprehensive Plan Elements

Planning Commission Recommendation for City Council Adoption in Two Parts ("Packages")

Package 1 – July 16, 2024

A. Land Use Element
B. Housing Element
C. Economic Development Element
D. Historic Preservation Element
E. Climate Element

Package 2 – October 23, 2024

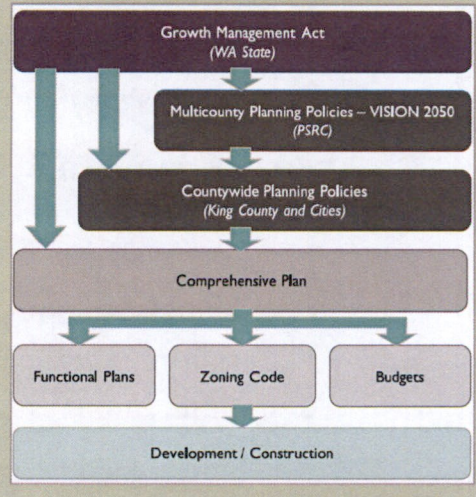
A. Capital Facilities Element
B. Utilities Element
C. Transportation Element/CTP
D. Parks Element
E. Utilities Systems Plans
F. Core Plan

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2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

Purpose and Scope of Comprehensive Plan & Amendments

- The Comprehensive Plan must be consistent with:
  - Puget Sound Regional Council (PSRC) Vision 2050
  - Urban Growth Capacity Report (King & Pierce)
  - Countywide Planning Policies (CPP) (King & Pierce)
  - Changes in state laws over the intervening time (Commerce/GMA)
  - Respond to changing conditions within the local community.
- GMA, PSRC, and CPP Requirements drive comprehensive plan update process.
- Coordination with departments on Element and referenced plan updates
- Coordination with Auburn Downtown Plan and HAPI Project



Source: King County GMPC

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2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

Core Changes to Land Use Element

Growth Targets Driving Update

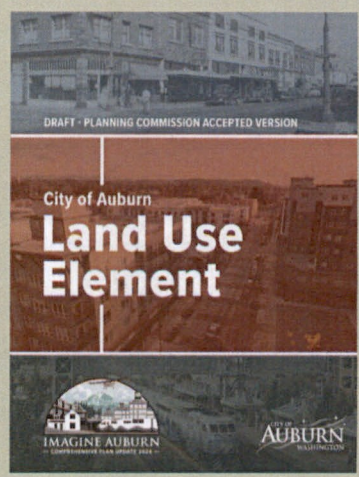
- King County Countywide Planning Policies (March 2023) Identifies 2019-2044 housing targets (12,000 net new residential units, 19,520 net new jobs)
- Pierce County Countywide Planning Policies (Ordinance 2023-22s) identifies 2020-2044 housing targets (112 net new residential units, 0 net new jobs)
  - Note that original housing target was 96 units and was amended by Pierce County Council in June 2023

Accommodating this growth in central to Comprehensive Plan Update

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Land Use Element



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Core Changes to Land Use Element

Middle Housing Update

Overall density increases in residential zones

Basic Requirements

- Allow 6 of 9 Middle Housing types in all Residential Zones
- 4 units per lot minimum
- Up to 6 units per lot if near transit and/or with affordability requirement
- Development regulations apply

How it is Implemented

- Allow all 9 types in different zones
- Consolidate existing R-5 and R-7 to R-10
- Consolidate R-10 and R-16 into R-16
- R-20 and Mixed-Use zones
- DUC Neighborhood Residential zone
- Plan for 6 units per lot in residential zones
- R-MHC Exclusion
- ADUs can satisfy MH requirements
- Development regulations to be updated
  - Consultant assistance

2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

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Core Changes to Land Use Element

Land Use and Zoning Updates

Proposed Land and Zoning - Overall Density Increases in Residential Zones

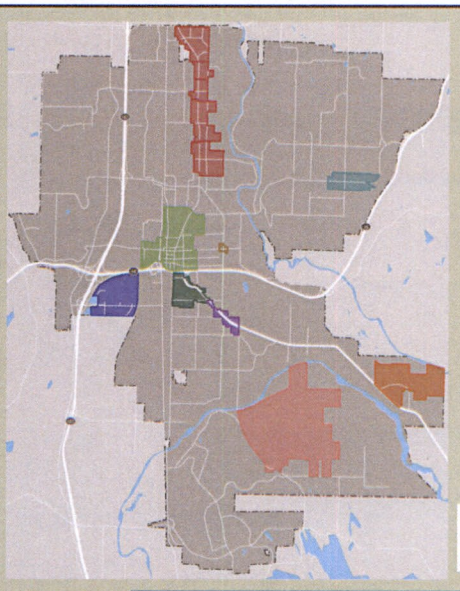
Existing Zoning District	Proposed Zoning	Existing Land Use	Proposed Land Use	Description
RC RESIDENTIAL CONSERVANCY	RC RESIDENTIAL CONSERVANCY	Residential Conservancy	Residential Conservancy	Allow for Middle Housing
R1 - RESIDENTIAL 1 DU/ACRE	R1 - RESIDENTIAL 1 DU/ACRE	Single Family	Neighborhood Residential One	Allow for Middle Housing
R-5, R-7	R2 - Residential Low	Single Family	Neighborhood Residential Two	SF, Townhouse, Duplex, Triplex, Fourplex, Two-Story Stacked Flats, Courtyard Apartments, Cottage Housing - 4-6 units/lot, ADUs
R-10, R-16	R3 - Residential Moderate	Moderate Density Residential	Neighborhood Residential Two	R2 (No SF)+ Fiveplex, Sixplex, 3-Story Stacked Flats, Apartment Buildings and Mixed-Use up to 20 units/3 Stories, ADUs
R-20	R4 - Residential High	Multiple-Family	Neighborhood Residential Three	R3 + Apartment Buildings and Mixed-Use over 20 units/3-Stories, ADUs
N/A	R-NM NEIGHBORHOOD MIXED-USE	N/A	Mixed-Use	R4 and C1 Uses + Mixed-Use (horizontal or vertical) Emphasis
RO - Residential Office	RF - FLEX-RESIDENTIAL	Varies	Mixed-Use	Smaller-scale R-NM with emphasis on conversion of existing structure, middle housing not to exceed two stories. No new SF.
Downtown Urban Center	DUC Downtown Urban Center - 125 District	Downtown Urban Center	Downtown Urban Center	DUC up to 125' talll buildings where permitted
Downtown Urban Center	DUC Downtown Urban Center - 75 District	Downtown Urban Center	Downtown Urban Center	DUC up to 75' talll buildings where permitted
Downtown Urban Center	DUC Downtown Urban Center - 55 District	Downtown Urban Center	Downtown Urban Center	DUC up to 55' talll buildings where permitted
Downtown Urban Center	DUC Neighborhood Residential District	Downtown Urban Center	Downtown Urban Center	R-3
Downtown Urban Center	DUC Health and Wellness District	Downtown Urban Center	Downtown Urban Center	Multicare Zone
Downtown Urban Center	DUC Flex-Residential District	Downtown Urban Center	Downtown Urban Center	RF with permitted specific industrial uses (craft workshops, breweries, coffee, etc.)
Downtown Urban Center	DUC Light Commercial District	Downtown Urban Center	Downtown Urban Center	C-1 but DUC Design Guidelines Apply
Downtown Urban Center	DUC Heavy Commercial District	Downtown Urban Center	Downtown Urban Center	C-2 but DUC Design Guidelines Apply
Downtown Urban Center	DUC Light Industrial District	Downtown Urban Center	Downtown Urban Center	M-1 but DUC Design Guidelines Apply

2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

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Core Changes to Land Use Element

Planning for Future Growth – Growth Centers



Growth Centers

- Primary areas for residential and employment growth
- Located at key intersections, travel corridors, or previously adopted areas
- Smaller "Downtown Urban Centers"
- Downtown Urban Center, I-Street, Stuck River Subarea are primary growth centers
  - I-Street 2021 Housing is 6%, employment 9% of city total; 2044 – housing 7%, employment 13%
- Core of Growth Center is Mixed-Use Designation (horizontal or vertical)
- Zoning based on context
- Growth Centers should be Performance-Based to ensure consistency with accommodating growth targets

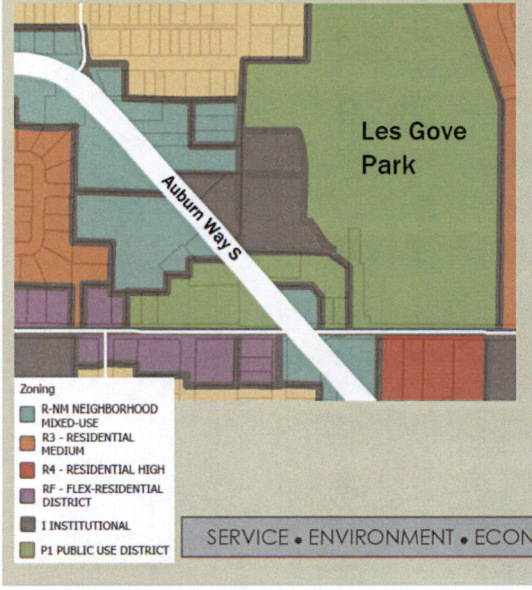
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Core Changes to Land Use Element

- Planning for Future Growth – Growth Centers



Growth Centers

- Core of Growth Center is Mixed-Use Designation (horizontal or vertical)
- Mixed-Use is surrounded by lesser dense zoning or other types of zoning
- Zoning based on context
- Growth Centers should be Performance-Based to ensure consistency with accommodating growth targets

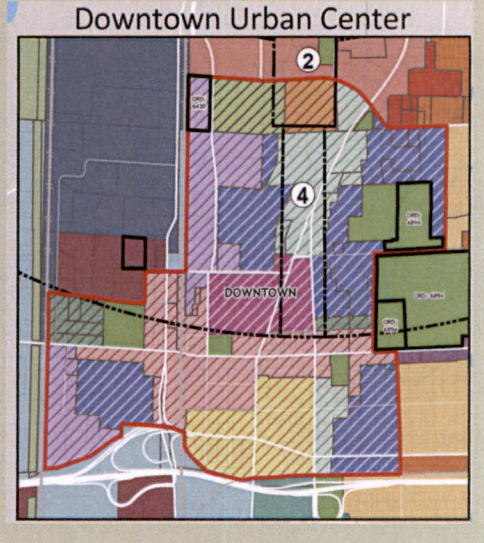
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Core Changes to Land Use Element

Downtown Auburn Growth



- Auburn Downtown Plan Update
- Regional Growth Center
- Downtown Boundary Changes
- Downtown Urban Center Zoning
  - Specific to DUC with Downtown Design Guidelines
- Planned Growth
  - 2021 – 10% of Total City Employment, 5% Housing Units
  - 2044 – 12% Total City Employment (17% growth), 17% (52% growth) Housing Units

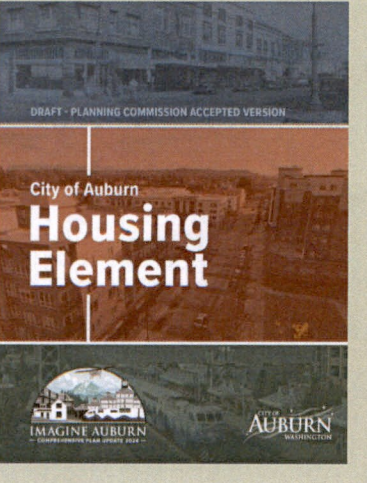
Potential Implications of Proposed Changes

- Middle Housing Allowed in majority of city
- Code updates
  - Rezone Process
  - Middle Housing Development Regulations
  - Downtown Urban Center and Design Guidelines
- Few transportation issues that can't be addressed through capital projects, but close coordination needed
- Accountable for targets and policies
- Compliance for continued grant eligibility

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Housing Element



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Core Changes to Housing Element

Middle Housing Update

Overall density increases in residential zones

Basic Requirements

- Allow 6 of 9 Middle Housing types in all Residential Zones
- 4 units per lot minimum
- Up to 6 units per lot if near transit and/or with affordability requirement
- Development regulations apply

How it is Implemented

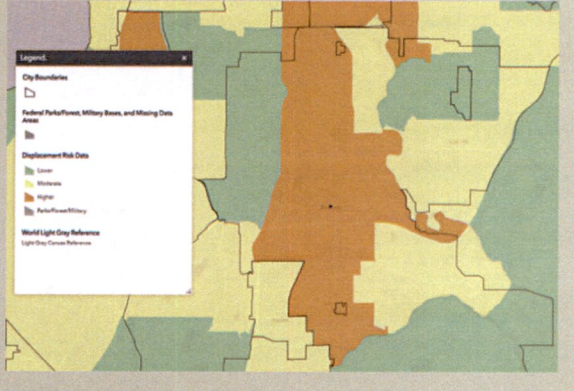
- Allow all 9 types in different zones
- Zoning Changes
- DUC Neighborhood Residential zone
- Plan for 6 units per lot in residential zones
- R-MHC Exclusion
- ADUs can satisfy MH requirements
- Development regulations updated so Middle Housing is more feasible
- "If it fits, it sits"

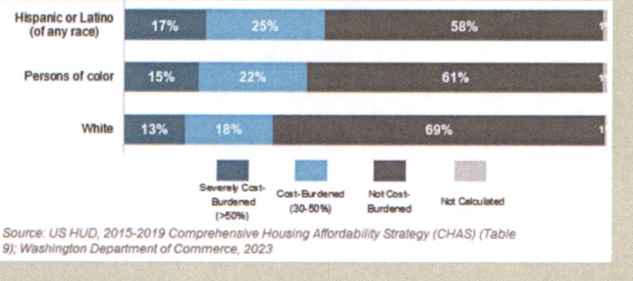
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Core Changes to Housing Element

Racially Disparate Impacts





Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

- **Takeaways:**
  - Auburn is at "Higher" risk of displacement (orange)
  - Persons of color and Hispanic or Latino (of any race) experience more cost burden than those identifying as white
  - As housing becomes more expensive, more are likely cost burdened

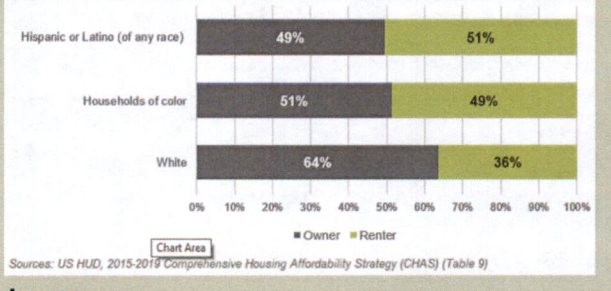
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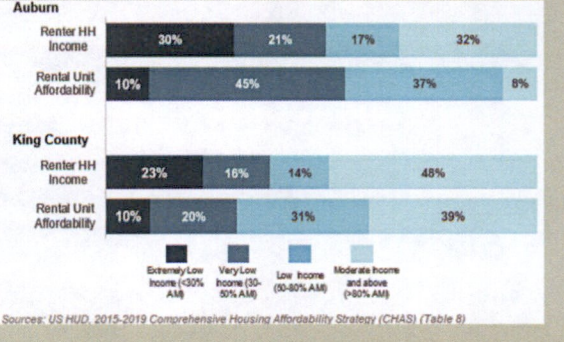
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Core Changes to Housing Element

Racially Disparate Impacts



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9)



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 8)

- **Takeaways:**
  - Opportunities for homeownership
  - Renters are lower-income than King County average
- **Goals and Policies Update Themes:** Create more housing stock while maintaining current stock (Preservation and anti-displacement); Create middle housing stock as a more affordable type of housing for wealth generation; Infill and Redevelopment; Housing density near transit; Incentives and Strategies

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Core Changes to Housing Element

Townhome



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Core Changes to Housing Element

Duplex



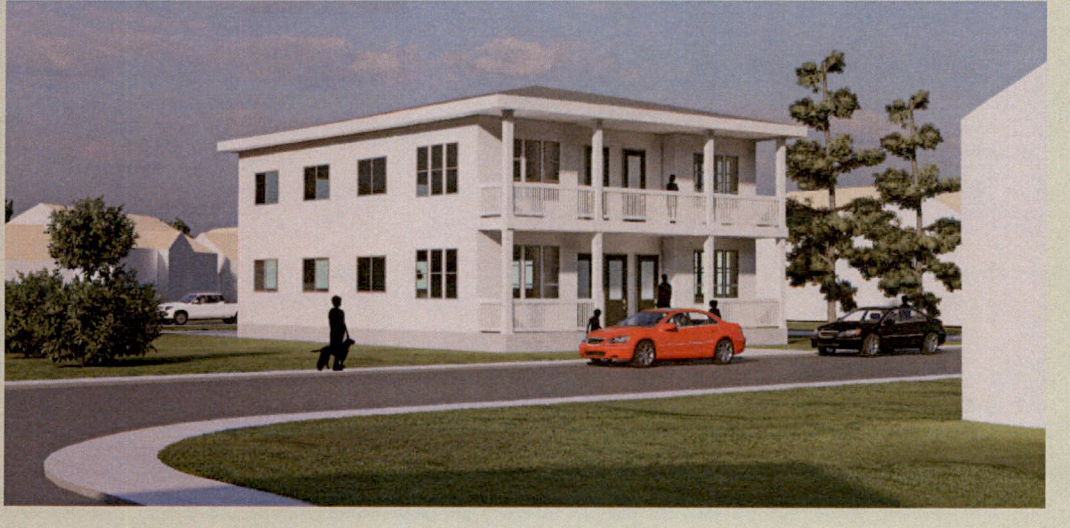
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Core Changes to Housing Element

Fourplex



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Core Changes to Housing Element

Fiveplex



Source: Opticos Design

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Core Changes to Housing Element

Sixplex



Source: Opticos Design

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Core Changes to Housing Element

Stacked Flat



Source: Opticos Design

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Core Changes to Housing Element

Courtyard Apartments



Source: Opticos Design

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Core Changes to Housing Element

Cottage Housing



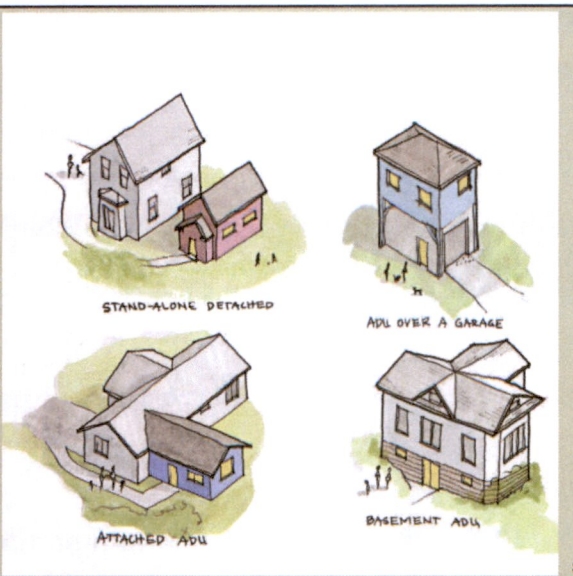
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Core Changes to Housing Element

Accessory Dwelling Unit (attached or detached)



Source: Housing Solutions Network

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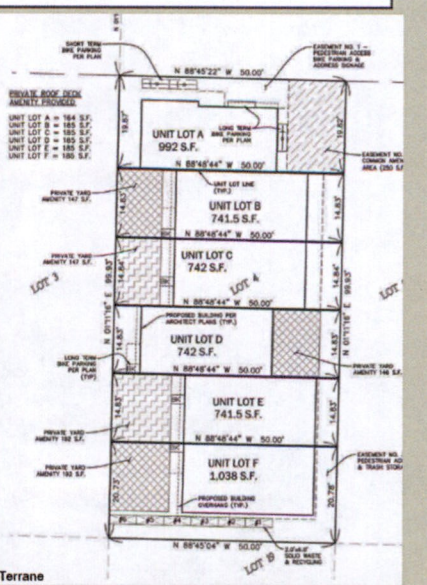
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Core Changes to Housing Element

Unit Lot Subdivision

Intent of Change

- Alternative to condominium ownership; Unit is individually owned including land beneath it
- Complies with HB 1110 Requirements
- Ownership opportunities –middle housing is more affordable than traditional single-family houses
- "Parent Lot" and "Unit Lot"
- Easements for shared areas, owned in common (often through HOA)
- Implemented in development regulations and code; can be processed like standard subdivision



Source: Terrane

2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

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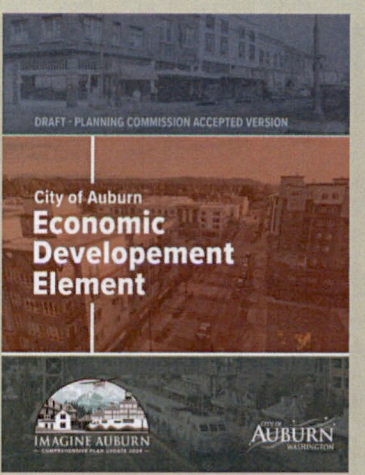
Potential Implications of Proposed Changes

- Middle Housing Allowed in majority of city
- Code updates
  - Middle Housing Development Regulations
  - Downtown Urban Center and Design Guidelines
- Greater Housing Options for Community and more supply for affordablity
- Housing served by transit is key – also for Climate
- Accountable for targets and policies
- Compliance for continued grant eligibility
- Community education on density changes is necessary – already underway
- Coordination with all departments for amenities, access, etc.

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Economic Development Element



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Goals and Policies

Retention of Business

- Supporting growth and expansion
- Stronger connection between schools and industry workforce needs
- Advocacy for existing businesses
- Connecting businesses and sectors with each other
- Providing regulatory assistance

Attracting New Business

- Targeted recruitment of new businesses or brands
- Identify businesses that have a positive revenue, social, or climate impact
- Market the city and what it has to offer

Goals and Policies

Missing & Under - represented Industry

- Identify sectors that are missing within our profile
- Select industries that could benefit from, or provide benefit to locating in Auburn
- Build incentive programs to aid in marketing

Supporting Industry Clusters

- Target strategies that support the existing aero-space industry
- Overcome the negative impacts of logistics and distribution
- Partner with school districts to build out curriculum that creates a ready work force

Goals and Policies

Downtown Auburn

- Reduce the number of empty storefronts
- Increase amenities (plazas, art installation, lighting)
- Concentration of housing units
- Support façade improvement program

High Standards

- Enhanced architectural style and appearance
- High quality landscaping and greenery
- Attention to detail for signs, and lighting
- Strong connections to non-motorized infrastructure

Goals and Policies

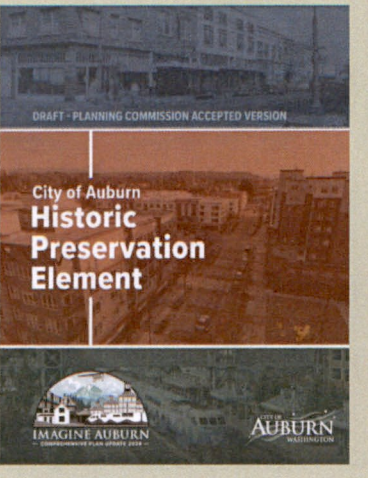
Displacement

- Economic development not intended to wipe out housing and communities
- Soften impacts of industry on communities
- Increased supply of housing creates stability and options

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Historic Preservation Element



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Purpose and Scope of Comprehensive Plan Amendments

1) Policies have been updated.

2) Encourage the establishment of an Historic Preservation Committee.

3) Photographs of each of the six properties listed on the King County Landmarks List or the National Register of Historic Places were added to the element.

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Core Changes to Historic Preservation Element

- **Historic Registry Update**
  - No new buildings have been added to the Historic Registry since 2016.
  - Photographs have been added to the Element.

Auburn Masonic Temple



Auburn Pioneer Cemetery



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Core Changes to Historic Preservation Element

Auburn Post Office



Mary Olson Farm



Oscar Blomeen House



Auburn Public Library



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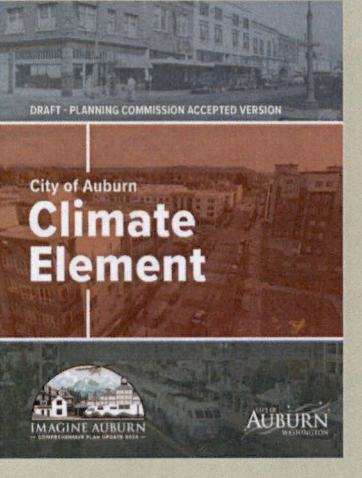
Potential Implications of Proposed Changes

- Forming an Historic Preservation Committee
- Writing an Historic Preservation Plan
  - Conducting an inventory of the City's structures, corridors, signage and places that have historical merit.
- Amendment of zoning code to support plan
- How to establish a mitigation fund if historical properties are demolished.

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Climate Element



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Purpose and Scope of Comprehensive Plan Amendments

A. **Climate Element - New requirement from HB 1181**
B. **Identify priority hazards**
C. **Outline Auburn's community risk index**
D. **Incorporate resilience and greenhouse gas emissions mitigation sub-elements**
E. **Climate element must maximize economic, environmental, and social co-benefits and prioritize environmental justice**

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Core Components to Climate Element

HB 1181 and Climate Planning Resources

- Growth Management Act (GMA) amended to include climate as the 14th planning goal
- 2029 deadline for adoption of Climate Element
- Inclusion in 2024 Comprehensive Plan Update
- Builds on existing climate planning resources and new County and State Goals/requirements

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Core Components to Climate Element

Auburn's Climate Planning Context

- Greenhouse Gas Emissions Inventories (2008 & 2015)
  - Tracks municipal and community emissions by source across two time periods
  - Provides forecasts for possible emissions levels in 2025, 2030
  - Transportation-related emissions are largest source of municipal and community emissions
- Climate Action Plan (2018)
  - Establishes existing context for emissions and quality of natural environment in Auburn
  - Identifies a vision for climate planning in Auburn
  - Recommends strategies and policies to reach resilience and mitigation goals
- Climate Element Framework (2023)
  - Developed in collaboration with city staff and consulting team
  - Recommends pathways and timeline to develop Climate Element
  - Identifies policy gaps and recommends strategies and actions

Core Components to Climate Element

- **Sub-Elements Required**

  - **Greenhouse Gas Emissions Reduction Sub-Element**

    Goals and policies to reduce GHG emissions and vehicle miles traveled

  - **Resiliency Sub-Element**

    Goals and polices to improve climate preparedness, response and recovery efforts

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Potential Implications of Proposed Changes

- Negative impacts of climate change and the impacts to vulnerable communities
- Funding gaps
  - Ex. Budget for upgrades to City EV Infrastructure and other facility improvements
- Amendment of code to support plan
  - Development Regulations
  - Landscaping
  - Density and growth centers
- Accountable for various state and regional targets and policies

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Next Steps:

- **Tonight:** City Council Study Session for Resolution 5780
- **August 19, 2024:** Council Action on Resolution 5780
- **August to October 2024:** Study Session Workshops on Public Works and Parks Comprehensive Plan Updates
- **October to November 2024:** Study Session Workshops on Package 1 Policy and Code Updates
- **December 2, 2024:** City Council Action on Adoption of Comprehensive Plan and Related Code Amendments

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Questions, Discussion, and Feedback

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DRAFT - PLANNING COMMISSION ACCEPTED VERSION

City of Auburn

Land Use Element

IMAGINE AUBURN

— COMPREHENSIVE PLAN UPDATE 2024 —

CITY OF AUBURN WASHINGTON



STREET SCENE - AUBURN - WASH.

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Land Use Element

Introduction

All land within the City of Auburn is assigned a land use designation and implementing zoning district, which builds from previously adopted Comprehensive Plan Maps, the existing land use pattern, adopted subarea plans, topography, natural features, and targeted goals for shifting the character of specified areas. This chapter provides a description for each designation, general criteria for how to assign the designation, and a series of goals and policies that govern land use within each designation.

The Comprehensive Plan Land Use Map shows the location and boundaries for each designation. This map should be consulted together with the written policies of this Plan when decisions about zoning designations, land use activities, and development of public infrastructure are considered.

The Land Use Element explains the reasoning and intention behind the land use designations. This should be useful in:

- Developing and implementing tools (such as zoning provisions)
- Interpreting the Land Use Map as it applies to specific regulatory decisions or development proposals
- Adjusting or amending the Land Use Map when changing conditions or land use markets warrant
- Planning for public services and infrastructure

Finally, this Element sets forth special policies intended to address the unique challenges and opportunities of specific locations within Auburn. These specific policies supplement the general goals, objectives and policies found in other Elements of the comprehensive plan.

Vision

The Auburn community is both physically and socially connected. We take pride in the quality of our built environment as well as the beauty and function of our natural environment. Land use patterns are supported by a complete and efficient transportation and utility infrastructure system. Neighborhoods, commercial centers, and parks are attractive, interesting, accessible, and well maintained. Natural riverine and forested corridors are interspersed throughout the city, offering sanctuaries where fish and wildlife reside, and providing opportunities for people to observe and learn about the environment. Residents have a strong association with their neighborhoods, are engaged and involved in the decisions that steer Auburn into the future.


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Planning Framework

The Growth Management Act (GMA), codified as RCW 36.70A, is the enabling legislation that renders this Comprehensive Plan a legally recognized document by the State of Washington. This plan is a policy document only; the policies are required by GMA to be implemented through the use of such regulatory tools as zoning and subdivision ordinances, as well as other innovative techniques. The implementing regulations must be developed and maintained in accordance with the goals and policies of this Comprehensive Plan, and as set forth in the Growth Management Act, as amended, and consistent with King and Pierce County, Countywide Planning Policies (CPP).

In 1991, the State Legislature amended the GMA to require that counties adopt CPP's in cooperation with their municipalities. The purpose of these policies is to establish a coordinated, countywide framework within which to develop comprehensive plans. The CPP must guide the subsequent adoption of comprehensive plans without overly constraining with excessive detail. The Countywide Planning Policies shall, at a minimum, address the following:

1. Policies to implement RCW 36.70A.110;
2. Policies for promotion of contiguous and orderly development and provision of urban services to such development;
3. Policies for siting public capital facilities of a countywide or statewide nature, including transportation facilities of statewide significance as defined in RCW 47.06.140;
4. Policies for countywide transportation facilities and strategies;
5. Policies that consider the need for affordable housing, such as housing for all economic segments of the population and parameters for its distribution;
6. Policies for joint county and municipality planning within urban growth areas;
7. Policies for countywide economic development and employment, which must include consideration of the future development of commercial and industrial facilities; and
8. An analysis of the fiscal impact.
9. Policies that address the protection of tribal cultural resources in collaboration with federally recognized Indian tribes that are invited pursuant to subsection (4) of this section, provided that a tribe, or more than one tribe, chooses to participate in the process.

Land Use Patterns

For the first 100 years of Auburn's existence, the land use pattern developed in a relatively logical manner. Auburn was fully contained to the valley floor with a traditional downtown urban center, several north/south heavy commercial and industrial corridors paralleling Highway 167, and a surrounding housing stock that was built primarily between 1910 and 1960. In the last 30 years, the land use pattern of Auburn has changed, primarily from incorporation of areas to the south, east, and west. Each newly incorporated area has its own identity and land use pattern.

Because a significant portion of today's Auburn was settled prior to incorporation, the basic land use patterns and infrastructure have already been established. Furthermore, much of today's Auburn land use pattern was established in either Auburn, the Muckleshoot Reservation, or prior to incorporation in King County or Pierce County. Given the mix of jurisdictional oversight, myriad land use policies, regulations, infrastructure standards, and investments have been applied in these areas. This has resulted in a relatively uncoordinated and random land use pattern. It also means that the various communities lack connectivity to each other, have a mix of identities, and are experiencing a change in their character from rural to more urban.

Auburn has a strong mix of housing and industry. Auburn's residential land use pattern includes a variety of densities, ages, and housing type. Auburn's nonresidential land use pattern includes a mix of local and regional retail, entertainment, services, manufacturing, warehousing, and distribution centers. This mix of land use is a strength because it exemplifies social, economic, and cultural diversity.

Auburn's natural resources include the Green River and its tributaries, the White River and its tributaries, a robust inventory of wetlands, floodplains, steep slopes, and mature open spaces. With a strong base to work from, the city and its partners can be strategic

about how to better connect and preserve natural areas so that the overall system is enhanced for future generations to enjoy.

Future Land Use

The City of Auburn conducted a process to determine the preferred alternative for Auburn's future land use. Alternatives are different options to achieve the project's purpose and needs, and they serve as the basis for analyses related to environmental elements. The alternatives considered provide a range of capacities to accommodate growth for housing and employment, housing types, and citywide infrastructure investments. The Preferred Alternative, which is adopted as the future Zoning and Land Use maps, incorporate feedback from the community regarding where household and growth should occur as well as modelling to determine how growth may affect local infrastructure such as transportation and utilities. The Land Use and Zoning maps and assumptions described in the Land Use Element are assumed in each of the Comprehensive Plan Element and related systems plans. Future land use and zoning decisions were based on modelling results and calculations to demonstrate that there is adequate zoned capacity to accommodate the city's required future housing and employment targets.

Future Land Use Housing and Employment Capacity

A residential land capacity analysis evaluates whether jurisdictions have sufficient land capacity available to allow for the types and amount of new housing needed to meet identified housing needs is required as part of HB 1220 requirements. The 2021 Housing Element updates amended RCW 36.70A.070(2)(c) of the Growth Management Act to require the Housing Element to include explicit consideration of capacity for the following household needs and building types:

- Moderate, low, very low, and extremely low-income households;
- Permanent supportive housing;
- Emergency housing and emergency shelters; and
- Duplexes, triplexes and townhomes (within an urban growth area boundary

The intent of this analysis is to assess the City of Auburn's current capacity to accommodate different housing income brackets and whether that capacity is sufficient to meet Auburn's housing targets established by King and Pierce counties. In addition, this analysis considers implementing a preferred land use alternative through zoning changes and provides updated capacity calculations to ensure sufficient capacity of suitable land to meet growth targets.

Full analysis of housing and employment capacities and future need is described in *Appendix A - Housing Needs and Characteristics Assessment.*

Preferred Alternative Implementation

To address an anticipated deficit of zoned capacity to accommodate future growth targets of 12,112 new housing units and 19,520 new jobs based on current zoning, Auburn is consolidated zoning districts, developing dedicated Growth Centers, increasing densities, and permitting additional housing types. The changes in zoning are based on a preferred alternative completed as part of the land use scenario process where select centers and nodes were identified for increased density. This preferred alternative is reflected in the Comprehensive Plan Land Use and Comprehensive Plan Zoning maps. Results of the zoning changes pertaining to housing unit and employment growth are summarized below. The full analysis is described in *Appendix A - Housing Needs and Characteristics Assessment.*

Residential and Employment Zoned Capacity

Residential and employment capacity by zone is based primarily on the assumptions outlined Buildable Lands Report process in 2021, updates to reflect changes to zoning and density assumptions since that time. Downtown Urban Center mixed-use development assumes a distribution of 75% residential and 25% commercial, whereas the R-NM Neighborhood Mixed Use assumes a 50-50% split for mixed uses both vertically and horizontally. The residential capacity estimates accommodating 46,070 housing units at

max buildable capacity and 33,655 net new housing units, exceeding the 12,112 net new housing unit target. This increase is due largely to Middle Housing policies consistent with HB 1110 which allow for Middle Housing in all residentially zoned areas. The R2 – Residential Low zone is found widely throughout the city.

Table 1. Residential Capacity by Zone

Residential & Mixed-Use Zoning Districts	Zone category	Developable Acres	Net zoning changes (acres)	Assumed Density - DU/Acres	Residential Capacity (units)	Net New (Units)
King County						
Residential Conservancy (RC)	Low Density	745	0	1	745	-
R-1 Residential	Low Density	275	0	4	1,101	-
R2 – Residential Low	Moderate Density	294	1158	25	35,799	28,441
R3 – Residential Moderate	Moderate Density	0	22	30	660	660
R4 – Residential High	High Density	79	-1	50	3,890	-50
Neighborhood Mixed-Use (R-NM)	High Density Mixed-Use	0	89	30	2,670	2,670
Manufacture Home/ Community (R-MHC)	Low Density	27	0	10	273	
DUC Downtown Urban Center - 125	High Density Mixed-Use	0	5	100	125	500
DUC Downtown Urban Center - 75	High Density Mixed-Use	0	5	95	119	475
DUC Downtown Urban Center - 55	High Density Mixed-Use	0	4	90	90	360
Total		1,420	1,285	-	45,561	33,146
DUC Neighborhood Residential	High Density Mixed-Use	0	3	30	90	90
Pierce County						
R2 – Residential Low	Moderate Density	20	20	25	509	509
Total		20	20	-	509	509
				Total New (2044) Housing Capacity	**46,070**	**33,655**

Table 2. Adjusted Employment Development Capacity by Zone

Non-Residential Districts	Developable Acres	Net zoning changes (acres)	Assumed Density – DU/Acres	Employment Capacity (units)
Light Commercial (C-1)	32	-13	845,391	2,254
Heavy Commercial District (C-2)	8	-8	-	-
Auburn Gateway District (C-AG)	0	15	653,400	653
Light Industrial (M-1)	132	-41	3,945,338	3,945
Heavy Industrial (M-2)	81	-9	3,122,925	3,123
Airport Landing Field (AF)	5	0	233,038	233
Mixed-Use Districts	**Developable Acres**	**Net zoning changes (acres)**	**Assumed Density – DU/Acres**	**Employment Capacity (units)**
DUC Downtown Urban Center – 125	0	5	163,350	408
DUC Downtown Urban Center – 75	0	5	163,350	408

DUC Downtown Urban Center – 55	0	4	130,680	327
DUC Neighborhood Residential	0	3	98,010	245
DUC Health and Wellness – 125	0	2	87,120	218
DUC C-1	0	13	566,280	1,510
DUC C-2	0	12	522,720	1,394
DUC M-1	0	39	1,698,840	1,699
Neighborhood Mixed-Use (R-NM)	0	89	1,938,420	5,169
			Total New (2044) Jobs Capacity	21,587

The employment capacity estimates accommodating 20,701 new jobs at max buildable capacity by 2044, exceeding the city's target of 19,520. Growth is located in the Downtown Urban Center (DUC) and in Growth Centers, whose core is primarily R-NM Neighborhood Mixed-Use. Additional growth in commercial space is anticipated, following a recent trend in industry job growth in Auburn.

Housing Affordability by Average Median Income (AMI)

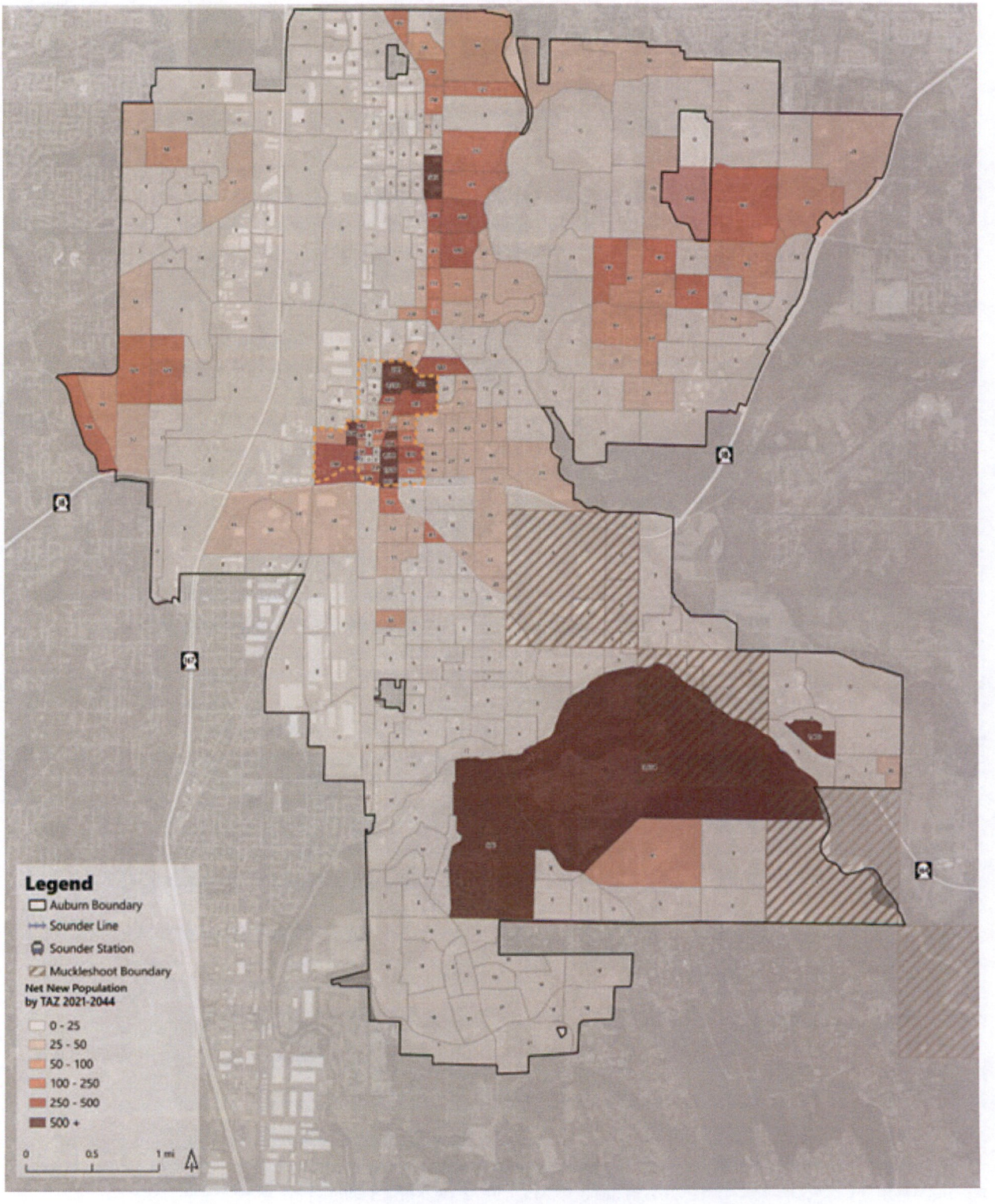
Income Level (% AMI)	Zone Categories Servicing these Needs	Aggregated Housing Needs	Capacity prior to Zoning Adjustment	Post-Rezone Capacity	Capacity surplus or deficit
King County					
0-30% PSH	ADUs, High Density-Mixed Use	2,389	1,852	4,827	2,438
0-30% Other					
>30-50%	High-Density	962	1,913	3,890	2,928
>50-80%					
>80-100%	Moderate Density	2,458	1,514	36,968	34,600
>100-120%					
>120%	Low-Density	6,303	2,225	1,846	(4,457)
Pierce County					
>80-100%	Moderate Density, ADU	112	100	509	397
Aggregated Total	-	**12,112**	**7,504**	**46,070**	**33,958**

In addition to meeting the residential and employment capacity targets through zoning and policy decisions, the city meets the aggregate King and Pierce County housing needs for income level groups. The only exception is the >120% Average Median Income (AMI) category, which includes primarily low-density housing in the R-1 and RC zones. However, this AMI category is not required to be met under HB 1220 requirements as high-income earners are represented in this group and can also purchase moderate density housing options as well.

In Pierce County, the City's primary residential zone is R-2 Residential Moderate which for purposes of this capacity analysis aligns with the 80-120% AMI range. This zone can adequately accommodate the total housing need of 112, however AMI below 80% is not accounted for in this analysis. As indicated earlier, the housing target for the Pierce County portion of Auburn is only 112 housing units and as a result the city does not intend to rezone small areas of land in order to satisfy AMI requirements since actual development is unpredictable. The R-2 Residential Moderate zone can accommodate middle housing, single unit detached housing, and ADUs that can realistically serve a range of incomes, and the city will continue to provide flexibility in the development types allowed in this part of the city to best accommodate the full range of AMI levels.

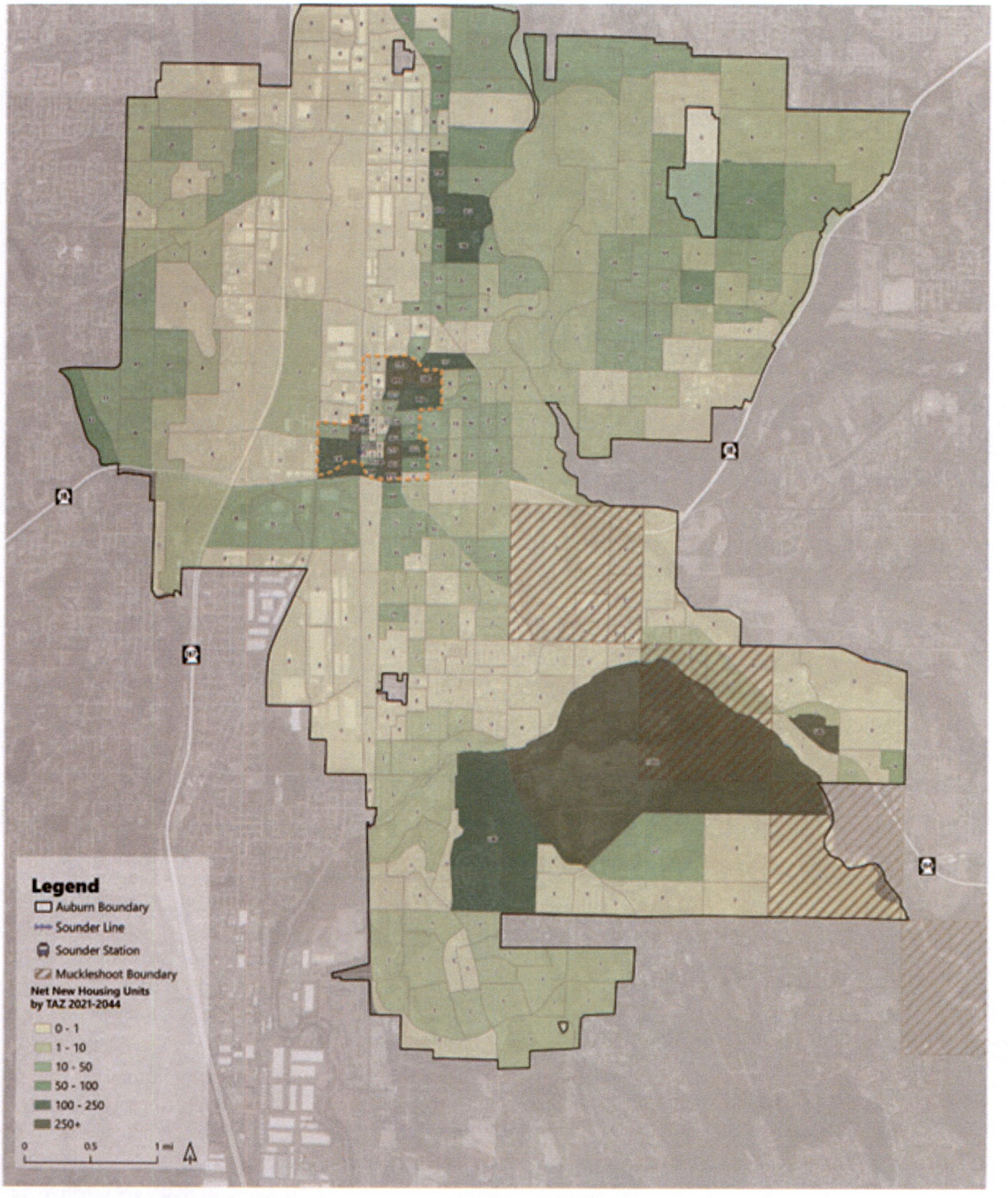
An estimated 1,852 new Accessory Dwelling Units (ADUs) are accounted for prior to rezoning, as these developments are currently allowed in various zones are expected to occur naturally over the next 20-years. In total, 10% of new ADUs are planned for in the 50-80% AMI range, 80% in the 80-120% AMI range, and 10% in the greater than 120% AMI range. The high-density and moderate-density land uses where ADUs are primarily expected are found in throughout the city.

Map 1.1 below shows where future new population is anticipated based on new households. It is anticipated that Auburn will have a population of 100,000 by 2029 and approaching 130,000 by 2044.



Map 1.1 – 2044 Population Estimates by Area

Map 1.2 shows the allocation of net new housing units by 2044 throughout the city. The net new housing units are consistent with King County and Pierce County Countywide Planning Policies required household units for 2044. Many of the new housing units are allocated in the Downtown Urban Center and in designated Growth Corridors.



Map 1.2 – 2044 Net New Housing Units by Area

Goals, Policies, and Land Use Characteristics

Residential Land Use Designations

Character

Residential uses will comprise a diverse arrangement of multiple densities and housing types. The pattern of one single density in a zone or neighborhood will evolve into increased and mixed densities in exchange for amenities that enhance quality of life. There will be greater connectivity and stronger spatial relationships between neighborhoods through strategic locations of roadway, trail, park, and neighborhood-serving businesses. These amenities will help create localized identity while also linking one area to another. The design and build quality of the new construction and infill will be held to a high standard. The city will encourage projects to be unique, innovative, and provide the residents of Auburn with true choice.

Values

Character: Residential neighborhoods will include amenities, features, and layouts that promote interaction amongst residents.

Wellness: The design of residential neighborhoods will emphasize safety and nonmotorized connectivity.

Service: Through outreach and engagement, individual residents and homeowners' associations are connected to and aware of municipal services, events, and activities.

Economy: Neighborhoods have a physical and personal connection to Auburn's commercial centers and attractions. People want to move to Auburn because of the commercial and recreational opportunities it has to offer.

Celebration: Districts and neighborhoods are identified, promoted, and celebrated.

Environment: The built environment will fit into the natural landscape in a way that protects and respects ecosystem function and that preserves native vegetation and soils.

Sustainability: Natural resources, economic prosperity, and cultural vibrancy are balanced in a way that builds and maintains a thriving and long-lasting community.

Policies

LU-1. Regulations for new developments and infill should address the following elements:

A. Connectivity by multiple means to adjacent subdivisions, nearby commercial hubs, and parks and recreation facilities.

B. Relationship to nearby existing or future transit service.

C. Usable community amenities and spaces.

D. Environmental protection and preservation of natural features.

E. Preservation of areas that can support low-impact development techniques.

F. Promote the use of energy and water conservation measures

G. Efficient and effective delivery of utility service.

H. Innovative design.

I. Crime prevention through environmental design.

J. Long-term maintenance considerations.

LU-2 As denser development continues to occur; standards should be developed to maximize density while preserving open space and critical areas.

LU-3 Programs should continue to be implemented to improve the quality of low-income neighborhoods and encourage rehabilitation of deteriorating structures and facilities.

LU-4 Public/Quasi-Public uses may be permitted as a conditional use if de signed in a manner that enhances the residential character of the area. Special care shall be given to ensuring appropriate levels of parking, landscaping, and traffic circulation to avoid conflict with residential uses.

LU-5 New residential development shall contribute to the creation, enhancement, and improvement of the transportation system, health and human services, emergency services, school system, and park system. This may be accomplished through the development of level-of-service standards, mitigation fees, impact fees, and/or construction contributions.



LU-6 Cluster development is the preferred form of residential development in all residential designations with the goal of preserving natural areas, critical areas, and areas that support low-impact development. Where clustering accomplishes these objectives, it should not come at the expense of lost development potential. Variances to lot size, lot dimensions, building height, and other bulk or dimensional standards should be utilized in order to create incentives that promote preservation.

LU-7 Ensure that new development in Growth Centers meets minimum development intensity thresholds to ensure that employment and housing growth will help achieve the desired levels of jobs and housing units.

LU-8 Designated Growth Centers and Downtown Urban Center shall promote physical activity and reduce per capita vehicle miles traveled within the jurisdiction, but without increasing greenhouse gas emissions elsewhere in the state.

LU-9 Consider land use patterns and development regulations to promote development that addresses potential environmental health disparities in coordination with the Climate Element.

LU-10 Identify and implement strategies to mitigate the risk to lives and property posed by wildfires. Risk identification and strategies should be aligned with Climate Element workplan through 2029.

LU-11 Coordinate land use choices with neighboring jurisdictions, agencies, and the Muckleshoot Indian Tribe to encourage consistency and predictability for regional planning and environmental considerations.

LU-12 Encourage inclusive engagement on land use decisions to ensure decisions do not negatively impact historically marginalized communities.

Residential Conservancy Designation

Description

This designation should consist primarily of low-density residential uses (one dwelling unit per four acres is allowed) and accessory agricultural uses in areas featuring environmental constraints or requiring special protection such as the Coal Creek Springs watershed area, low-lying areas along the Green River, and areas that are isolated from the full complement of urban services. This designation will serve to both protect environmental features and hold areas for higher density development until such a time public facilities become available. Per HB 1110 requirements adopted in 2023, Middle Housing is permitted in this zone however adopted city development regulations still apply.

Designation Criteria

1. Areas with significant environmental constraints, intrinsic value, or that may pose environmental hazards if developed, such as areas tributary to public water sources;
2. Affords greater protections to environmental features than existing designation;
3. Level of service for property consistent with adjacent residential conservancy properties; or
4. Location, size of properties, and character is consistent with a residential conservancy use.

Implementation Zoning Designation

A. RC Residential Conservancy

Policies

LU-13 Densities and activities shall be of a very low intensity and shall not compromise environmental and watershed resources.

LU-14 In addition to single-family homes, these larger properties can also be developed with garages, accessory dwelling units, barns, and other accessory outbuildings. Home occupations, agricultural uses, and other allowed nonresidential activities may operate out of any type of permitted building, subject to intensity and use limitations.

LU-15 Until these areas are served by public utilities (water, sewer, storm services), existing and new development is not expected to be served by public infrastructure, such as urban streets, curbs, gutters, sidewalks, street lighting, and landscaping.

LU-16 As the market and utility availability enable denser development to occur, standards should be developed to maximize density while preserving open space and critical areas.

LU-17 Small-scale agricultural uses are allowed and encouraged. Commercial activities that are directly related to and support agricultural uses may also be allowed. The procedural standards may vary depending upon the type and scale of agricultural uses and supporting commercial activities. Small-scale agricultural uses are allowed and encouraged.

LU-18 Land use standards should adequately limit and control excessive accumulation of debris. Where a permitted activity does allow outdoor storage, it should be adequately screened from adjacent properties and roads, as well as ensuring adequate soil and environmental protection.

LU-19 Public/Quasi-Public and resource extractive uses that are low-intensity and preserve the environment may be considered conditional uses.

Neighborhood Residential One Designation[1]

Description

Low density land use for detached single-unit detached housing with a density of one unit per acre. Neighborhood Residential One includes all properties zoned R1 -Residential 1 du/acre including areas within the Urban Separator Overlay, as designated in King County Countywide Planning Policies. Per HB 1110 requirements adopted in 2023, Middle Housing is permitted in this zone however adopted city development regulations still apply.

1 This designation was previously called "Single Family" prior to the 2024 Periodic Comprehensive Plan Update. However, the implementing zones may have changed.

Designation Criteria

1. Low density residential areas located within the Urban Separator Overlay that are also constrained by the presence of critical areas

Implementing Zoning Designations

A. R1 - Residential Zone (One Dwelling Unit Per Acre): All properties located within the Urban Separator Overlay are zoned R-1, as consistent with King County Countywide Planning Policies.

Policies

LU-20 Accessory dwelling units should play an integral part of promoting infill development and affordable housing and are therefore encouraged within this land use category.

LU-21 Home occupations, bed-and-breakfasts, day cares, and other appropriate uses should be encouraged as viable accessory uses.

LU-22 Manufactured homes shall be permitted on single-family lots provided they are sited and constructed in a manner that would blend with adjacent homes.

LU-23 Encourage the development of a variety of housing typologies to suit the needs of various potential residents.

LU-24 Density bonuses outside of the Urban Separator Overlay should be approved based on innovations in transportation, stormwater management, and public amenities proposed for the development or adjacent neighborhoods associated with the request. The onus is on the developer to justify density above baseline. Examples of amenities and concepts that justify density bonuses include park space, art, enhanced landscaping, trails that connect to adjacent properties, neighborhood commercial property set asides, use of low-impact development techniques beyond the minimum code requirements, incorporation of *Crime Prevention Through Environmental Design* (CPTED) (Public Comment, LU 2) concepts, and variation of architecture and housing typology.

Neighborhood Residential Two Designation[2]

Description

Neighborhood Residential Two designated areas are planned to accommodate a variety of residential dwelling types. Varying intensities may be permitted to provide a transition between Neighborhood Residential One and other more intensive uses or activities (such as arterial streets) based on adjacent density, intensity, and/or character. Appropriate densities in these areas range from 25-30 dwelling units per acre, with between 4 and 6 Middle Housing units per lot permitted. Dwelling types generally range from single-unit detached dwellings to Middle Housing, and moderately sized mixed-use and apartment buildings that fit the size and character of traditional single-family neighborhoods. Low-impact, neighborhood scale business such as small-scale food stores, coffee shops, and cultural or recreational services in pre-existing structures, either separate from or as part of a mixed-use building, are allowed in Neighborhood Residential Two.

Designation Criteria

1. Previously developed Neighborhood Residential Two areas; or
2. Areas that provide a transition between Neighborhood Residential One and Neighborhood Residential Three, Neighborhood Residential One and nonresidential, Neighborhood Residential Three and nonresidential zones or development that are adjacent and meet the development parameters of the Neighborhood Residential Two designation.

Implementing Zoning Designations

A. R2 – Residential Low

B. R3 – Residential Moderate

Policies

LU-25 Density bonuses and flexible development

2 This designation was previously called "Moderate Density Residential" prior to the 2024 Periodic Comprehensive Plan Update. However, the implementing zones may have changed.

standards should be considered an incentive for innovative neighborhood design.

LU-26 Carefully developed low-intensity commercial uses (such as day care centers, food and beverage establishments) can be compatible.

LU-27 Middle Housing and accessory dwelling units should play an integral part of promoting infill development and affordable housing and are therefore encouraged within this land use category.

Neighborhood Residential Three Designation[3]

Description

Neighborhood Residential Three encourages a mix of Middle Housing residential, apartment buildings and mixed-use development at a greater density compared to Neighborhood Residential Two. These communities are served by nearby high-capacity transit, have nonmotorized connections to surrounding amenities (parks, libraries, community centers, etc.) and services, or have access to on-site amenities. Small, local commercial development is allowed consistent with Neighborhood Resident Two.

Land use density standards are based on dwelling units per lot for all Middle Housing types, while base density of units per acre continues to apply for detached single-unit housing. This use includes Residential Manufactured Home communities, for which the City will be coordinating with the Department of Commerce for exception to compliance with middle housing requirements.

Designation Criteria

1. Previously developed high-density residential or manufactured/mobile home parks; or
2. Properties that are connected to Neighborhood Residential One and nonresidential designations by the Neighborhood Residential Two designation or are connected to a Mixed-Use District.

Implementing Zoning Designations

A. R4 - Residential High

B. R-MHC Residential Manufactured/Mobile Home Community

Policies (cont.)

LU-28 Development regulations should include density bonuses and flexible development standards that create incentives for innovative site and building design, incorporation of open space and public art, nonmotorized connectivity to parks and commercial areas, proximity to transit services, supplemental natural resource protection, supplemental use of *Crime Prevention Through Environmental Design* (CPTED) (Public Comment, LU 2), and supplemental use of low-impact development techniques.

LU-29 Home occupations and shared housing should be allowed in this designation; however, given their high densities, it is appropriate to establish additional restrictions, procedures, and requirements in order to ensure that they are compatible with their surroundings and do not adversely affect the community.

LU-30 Live–work units are encouraged in Neighborhood Residential Two and Neighborhood Residential Three designations.

LU-31 Improve the quality of low-income neighborhoods and implement programs that encourage rehabilitation of deteriorating structures and facilities the downtown area, areas between lower-density residential uses and more intense nonresidential activities, and areas with high levels of transit service and available high-quality services.

LU-32 Parking requirements for Middle Housing types of development shall be reduced within ½ mile walk of a major transit stop, consistent with state requirements.

LU-33 Middle Housing types are eligible for bonus of two dwelling units depending on proximity to a major transit stop or when two dwelling units are developed as affordable housing. Affordable housing bonus dwelling units shall remain affordable for a 50-year period and recorded on the covenant, per RCW 36.70A.030.

3 This designation was previously called "Multiple-Family" prior to the 2024 Periodic Comprehensive Plan Update. However, the implementing zones may have changed.



Mixed-Use Designation

Description

The Mixed-Use Designation permits a complementary mix of residential and commercial uses in a single land use designation. This designation encourages vertical mixed-use, horizontal-mixed use, conversion of existing residential to commercial, middle housing, and pedestrian and non-motorized travel, while allowing flexibility for how uses are combined within this area. Mixed-Use Districts align with areas where moderate and high-density development is served by transit, bicycle facilities and sidewalks, and amenities that create healthy and livable neighborhoods.

Designation Criteria

1. Mixed-Use Districts are primarily located within designated Growth Centers or other areas where it can be demonstrated that the Mixed-Use District provides local neighborhood benefits consistent with the description and intent of the Mixed-Use District and where orientation to walkable communities is desired.
2. Residential and commercial uses are encouraged to be integrated as a component in all development projects.
3. A variety of housing options and development types is encouraged within this designation.
4. Mixed-Use District is not intended for automobile oriented or businesses that rely on outdoor storage, or any other type of storage facility. Such uses will be not permitted.
5. Development within a Growth Center designation along major roadways between Mixed-Use zones should provide additional building setback from the street right of way

and include areas for landscaping, open space, and pedestrian activity.

Implementing Zoning Designations

A. R-NM Neighborhood Mixed-Use

B. RO Residential Office District

C. Auburn Gateway District

LU-34. Apartment development should be subject to building and site design standards. These standards should address the appearance of buildings, compatibility with nearby uses, exterior lighting, connectivity with surrounding properties and uses, the relationship of ground floor spaces and entryways with the streetscape, and connectivity to nearby nonresidential hubs (shopping centers and schools). Protected bicycle parking should be provided.

LU-35. Provide a variety of housing typologies to suit the needs of various potential residents.

LU-36. Establish intensity limitations such as floor area ratios, density, building height, coverage ratios, setbacks, and other standards.

LU-37. Access to nearby amenities and health and human services should be considered when reviewing senior housing developments.

LU-38. Encourage development of permanent supportive housing to address the homeless population and those with special needs.

LU-39. Encourage adaptive reuse, particularly of historic properties.

LU-40 Mixed-Use Districts should support cohesive, diverse, neighborhood mixed-use centers that allow vertical and horizontal mixed-use flexibility, as well as flexibility in uses, that provide for local housing, shopping, and employment options that also allows each center to foster it's own identity. (Public Comment, LU 2),

LU-41. Encourage sustainable transportation options by creating viable options for people to get to destinations by alternatives to personal vehicles in Mixed-Use Districts, Neighborhood Residential Three, and Neighborhood Residential Two designations.

LU-42. Support development of small-scale, local neighborhood serving commercial such as food and drink establishments and local services in Residential Two and Three designations.

LU-43. The residential uses permitted must be carefully regulated in regard to performance criteria to ensure alignment with the City's responsibility to accommodate required share of regional growth.

Commercial Land Use Designation

Character

Commercial uses will be wide ranging in terms of scale and type. A mix of businesses – local, regional, and national – will be among the businesses in the various designations and will be carefully located to create balance and maintain appropriateness based on adjacent uses. These commercial areas will be economically vibrant, unique, and active outside of traditional work hours. They will be accessible by foot, bike, car, and public transport.

Values

Character: Active gathering spaces, such as parks, plazas, cafes, concert venues, festivals and markets, will be distributed throughout the City; these spaces will be engaging and filled with people interacting, irrespective of culture, age, or income level.

Wellness: A variety of healthy food options will be physically and economically accessible to all members of the Auburn community.

Service: The City's resources and services are available and utilized by the business community. The business community finds the City approachable, empathetic, and responsive. An open and collaborative dialogue exists to help identify problems and find solutions.

Economy: A wide complement of retail, service, and dining options will cater to local needs, attract visitors, and encourage consistent patronage of local businesses.

Celebration: Auburn will have a thriving and expanding arts and culture community. There will be events, amenities, and attractions that draw people to congregate and socialize.

Environment: Local businesses benefit from Auburn's collection of natural resources and amenities because residents and visitors are choosing Auburn as their home or destination.



Sustainability: Local businesses benefit from, and contribute to, a sustainable economy because Auburn is an easy location to start up, maintains opportunity for growth, and has a business-friendly economic climate.

Policies

LU-44. The commercial uses permitted must be carefully regulated in regard to performance criteria and design to ensure alignment with the City's responsibility to accommodate required share of regional growth.

LU-45. Permitted uses in Residential designations would consist of local-serving and community-serving retail trade, offices, personal services, and eating establishments.

LU-46. Encourage uses that provide health and human services to the adjacent community.

LU-47. Encourage adaptive reuse, particularly of historic properties.

LU-48. Promote the use of energy and water conservation measures

LU-49. Ensure that legally established existing uses that may not conform with the underlying zone, but that are compatible with their surrounding uses, and are allowed to continue to evolve and operate without being classified as "nonconforming" uses.

LU-50. Consider commercial displacement when evaluating new development proposals and determine strategies to mitigate impacts when possible.

Description

Commercial land use designations are predominantly a mix of retail, office, service, hospitality, entertainment, and eating/drinking establishments. Some districts have a greater non-motorized emphasis

where buildings and site features are scaled to a pedestrian level while other districts are more auto-centric. Extra design emphasis is placed on architecture, lighting, landscaping, accessory uses, landscaping, hours of operation, site layout, and transitions to adjacent uses.

Designation Criteria

1. Previously developed light commercial areas buffered from more intense commercial or industrial designations by landscaping or environmental features; or
2. Previously developed heavy commercial areas; or
3. Located along arterial or collector streets;
4. Properties that are buffered from the single-family designation by landscaping, or environmental features,; and
5. Meets the development parameters of the Light and Heavy Commercial designations.

Implementing Zoning Designations

A. C-1 Light Commercial

B. C-2 Heavy Commercial

Downtown Urban Center Designation

Description

The Downtown Urban Center (DUC) land use designation should be applied exclusively in the Downtown Auburn Subarea and Regional Growth center as identified in the Comprehensive Plan and 2024 Auburn Downtown Plan. As a Regional Growth Center, the DUC must maintain a planned target density of 45 activity units per acre minimum, per Puget Sound Regional Center Requirements. The Land Use Element assumes this target when considering future land use and zoning changes in the DUC. DUC zoning and land use in the Land Use Element and map are consistent with those in the draft 2024 Auburn Downtown Plan, which is under development with an anticipated 2025 adoption date. The DUC is implemented by zoning districts specific to Downtown Urban Center and the Downtown Design Guidelines.

The ambiance of the downtown should encourage leisure shopping, provide amenities that attract regional visitors and shoppers, and provide housing and services to local residents and area employees.

Designation Criteria

1. Located within the Urban Center boundaries established by the King County Countywide planning policies or within the PSRC Regional Growth Center boundaries.

Implementing Zoning Designations

DUC Subarea-Specific Zoning classifications consisting of:

A. DUC Downtown Urban Center - 125' District

B. DUC Downtown Urban Center - 75' District

C. DUC Downtown Urban Center – 55' District

D. DUC Downtown Urban Center – Health and Wellness District

E. DUC Downtown Urban Center - C1 Light Commercial District

F. DUC Downtown Urban Center - C2 Heavy Commercial District

G. DUC Downtown Urban Center - M1 Light Industrial District

H. DUC Downtown Urban Center - Flex-Residential District

I. DUC Downtown Urban Center - Neighborhood Residential District

Policies

LU-51. Vertical mixed-use should be encouraged; the location of retail sales and services should predominately be on the ground floor with residential or more retail or services above. However, small freestanding commercial spaces may be established as an accessory use to a larger vertical mixed-use development.

LU-52. Deviations of height, density or intensity limitations should be allowed when supplemental amenities are incorporated into site and building design. Examples of amenities include use of low-impact development, use of sustainable site and building techniques, public space and art, transit-oriented development (TOD), landscaping and lighting,



and bike shelters as well as the inclusion of affordable housing.

LU-53. Encourage a broad mix of uses within the downtown area. A wide range of consumer-oriented goods and services are compatible within this designation since creating an attractive shopping environment is a primary emphasis. Permitted uses include retail trade, offices, personal services, eating and drinking establishments, financial institutions, governmental offices, and similar uses. Legally established existing uses that do not fit within the range of desired new uses continue to be a valuable part of the downtown economy and character and should be allowed to evolve and operate in a manner that resembles listed permitted uses.

LU-54. Encourage residential dwellings within the upper stories of buildings and provide flexibility with how those spaces are organized and utilized.

LU-55. Drive-in windows shall not be permitted to maintain the area's pedestrian environment.

LU-56. Parking standards within the downtown should reflect the pedestrian orientation of the area, but also consider parking's impact for economic development.

LU-57. Discourage uses that rely on direct access by vehicles or involve heavy truck traffic (other than for merchandise delivery).

LU-58. Unsightly outdoor storage and similar activities should be prohibited.

LU-59. The downtown should capitalize on opportunities for multimodal transportation.

LU-60. Encourage adaptive reuse of existing buildings, particularly of historic properties.

LU-61. As a designated VISION 20 50 Regional Growth Center that contains a transit station, land use policies and regulations should encourage population

and employment growth.

LU-62. The commercial uses permitted must be carefully regulated in regards to performance criteria and design. Architectural style, building height and size, lighting, and signage should be consistent with the surrounding residential properties.

LU-63. Permitted uses would consist of community and regional-serving retail trade, offices, personal services, and non-drive through eating establishments.

LU-64. Special emphasis will be directed at those accessory activities that can alter the character of these areas into heavier commercial areas. Examples include outdoor storage, location, and screening of trash receptacles, loading and unloading zones, and parking lots. Regulations and permit conditions will employ techniques that mitigate light and noise impacts associated with surrounding residential properties.

LU-65. Commercial uses will have an orientation that is directed toward adjacent public streets while also providing pedestrian and bike-oriented access.

LU-66. Upzone requests to the next zone will be considered for approval based on the innovations in transportation and stormwater management and public amenities proposed for the development associated with the request.

LU-67. Encourage occupancy of storefront and other ground floor public-facing spaces to create a active environment downtown.

LU-68. Explore opportunities to increase the amount of public green space in downtown that provide spaces for recreation and activation.

LU-69. A wide range of consumer-oriented goods and services are compatible within this designation since creating an attractive shopping environment is a primary emphasis. Permitted uses would consist of local-serving and community-serving retail trade, offices, personal services, eating establishments, financial institutions, governmental offices, and similar uses.

LU-70. Parking lots must be located and designed in a manner that softens their appearance from adjacent public roads. This is accomplished through landscaping, pedestrian spaces, and the location of buildings on the property. Where practicable, low-impact development techniques and landscaping should be used to promote on site stormwater infiltration and shading of hard surfaces. Minimum and maximum parking ratios must be established for each type of permitted use.

LU-71. Development incentives should be established that encourage the creation of electric car charging stations, use of sustainable building and/or operational practices, development of nonmotorized infrastructure, and proximity and connection to public transit.

LU-72. Multiple family dwellings are only allowed as part of mixed-use developments where they do not interfere with the shopping character of the area, such as within the upper stories of buildings.

LU-73. Drive in windows should only be allowed accessory to a permitted use, and only when carefully sited under the administrative use process, in order to ensure that an area's pedestrian environment is not compromised

LU-74. Large-scale regional retail uses and uses that rely on direct access by vehicles or involve heavy truck traffic (other than for merchandise delivery) are not appropriate in this category.

LU-75. Unsightly outdoor storage and similar activities should be prohibited.

LU-76. Encourage adaptive reuse, particularly of historic properties.

LU-77. Upzone requests to the next zone should be approved based on the innovations in transportation and stormwater management and public amenities proposed for the development associated with the request.

LU-78. A wide variety of commercial-oriented services are appropriate within this category. This includes but is not limited to regional-scale retail and entertainment uses, commercial uses with outdoor sales areas, drive-in restaurant or other drive-in commercial businesses, and commercial services with outdoor storage as an accessory use.

LU-79. Parking lots must be located and designed in a manner that softens their appearance from adjacent public roads. This is accomplished through landscaping, pedestrian spaces, and the location of buildings on the property. Where practicable, low-impact development techniques and landscaping should be used to promote on site stormwater infiltration and shading of hard surfaces. Minimum and



maximum parking ratios must be established for each type of permitted use.

LU-80. Development incentives should be established that encourage the creation of electric car charging stations, use of sustainable building and/or operational practices, development of nonmotorized infrastructure, and proximity and connection to public transit.

Industrial Land Use Designation

Character

Industrial uses will become a more integrated part of the physical and social life of the city. Since so many people work in these areas and these companies contribute so much to the financial life of the city, it is important that they are connected through paths, roads and by public transportation. Locations that have access to rail and highways that also encourage intelligent growth patterns will be prioritized. Innovation will be a key requirement of new and infill projects as the city looks to mitigate impacts of production and limit damage to the environment.

Values

Character: Buildings, landscaping, and outdoor spaces will be attractive, interesting, well designed, and well maintained.

Wellness: Risk to life and property from all hazards will be minimized. Properties and businesses are connected to nonmotorized corridors that offers alternative means to commute.

Service: The city works closely with individuals and organizations to fully understand the demands, needs,

and concerns of the industrial community so that the city can sponsor initiatives that help aid in their success.

Economy: Cornerstone institutions will strategically expand in regional prominence. As industry grows, land use policy will support efforts to grow within Auburn.

Celebration: The Community will be made aware of and celebrate the accomplishments of our local, regional and international leaders in manufacturing, warehousing, and distribution.

Environment: The built environment will fit into the natural landscape in a way that protects and respects ecosystem function. Natural resource protection will be supported and celebrated by City leadership and the community.

Sustainability: Industrial uses are contributing to, and supportive of, efforts to build and maintain a transportation system that ensures the people and goods move safely throughout the city and beyond.

Description

Industrial lands allow for a mix of manufacturing, logistics, and warehousing along with the space needed to store materials and vehicles. These areas have a heavy reliance upon the transportation of goods by rail or truck which necessitates loading docks/bays, ample area for truck movement, and convenient access to robust rail and road infrastructure. These areas can also accommodate uses such as breweries and distilleries and their associated tasting rooms, restaurants and banquet halls, warehouse style retail outlets, and a modest level of integrated housing.

Designation Criteria

1. Previously developed light or heavy industrial areas; or
2. Light Industrial provides buffering for heavy industrial areas or is buffered from the single-family designation by landscaping, environmental features, and buffered from all other Residential designations;
3. Meets the development parameters of the Light and Heavy Industrial zoning districts.
4. Heavy Industrial districts should not located along high-visibility corridors serving non-industrial uses;
5. Properties identified as LF Airport Landing Field on the zoning map in the Airport Master Plan, and properties identified for future acquisition.

Implementing Zoning Designations

A. M-1 Light Industrial

B. M-2 Heavy Industrial

C. Airport Landing Field District

LU-81. A wide range of industrial uses may be permitted, subject to performance standards.

LU-82. Outside storage shall be permitted subject to performance criteria addressing its quantity and location.

LU-83. Development incentives should be established that encourage the creation of electric car charging stations, use of sustainable building and/or operational practices, development of nonmotorized infrastructure, and proximity and connection to public transit.

LU-84. Promote the use of energy and water conservation measures.

LU-85. A wide range of industrial uses may be permitted, subject to performance standards. Heavy commercial uses that serve the needs of workers in light industries are also appropriate. These uses include indoor manufacturing, processing, and assembling of materials from previously prepared or raw materials and ancillary and necessary warehousing and distribution of finished goods associated with manufacturing and industrial uses.

LU-86. Parking lots must be located and designed in a manner that softens their appearance from adjacent public roads. This is accomplished through landscaping, pedestrian spaces, and the location of buildings on the property. Where practicable, low-im pact development techniques and landscaping should be used to promote on site stormwater infiltration and shading of hard surfaces. Minimum and maximum parking ratios must be established for each type of permitted use.

LU-87. Landscaping, sidewalks, and bike paths will be integral parts of site design if a development is located on an impression corridor or located within or adjacent to an identified nonmotorized corridor.

LU-88. Outside storage shall be permitted subject to performance criteria addressing its quantity and location. This is to ensure compatibility with adjacent uses, so that such storage would not detract from the potential use of the area for light industry. In all cases, such storage shall be extensively screened.

LU-89. Where an Industrial use is located adjacent to a property with a less intense zoning designation, the light industrial use bears the burden of incorporating techniques that mitigate the visual, noise, dust, and odor impacts.

LU-90. Uses involving substantial storage or processing of hazardous materials, as well as substantial emissions, should not be permitted in these areas.

LU-91. A wide range of commercial activities may be allowed to provide increased opportunities for sales tax revenue.

LU-92. The Burlington Northern Santa Fe Railroad Auburn Yard located within the Railroad Special Plan Area is considered a compatible use at its current level of usage. It is not bound by the policies concerning outside storage under the existing light industrial designation as it was an existing use prior to the development of this policy. Should BNSF decide to reactivate its applications to upgrade the yard to an intermodal facility, the proposal will be subject to the essential public facility siting process as defined in the Capital Facilities Element.

LU-93. Upzone requests to the next zone should be approved based on the innovations in transportation and stormwater management and public amenities proposed for the development associated with the request.

LU-94. While this zone should be reserved primarily for the heavier forms of industrial activities, a wide range of industrial activities may be permitted. These heavier forms of industrial activities may include outdoor or semi-enclosed manufacturing, processing, or assembling activities, significant outdoor storage, and uses involving substantial storage or processing of hazardous materials. Heavy commercial uses that serve the needs of workers in heavy industries are also appropriate.

LU-95. Landscaping, sidewalks, and bike paths will be integral parts of site design if a development is located on an impression corridor or located within or adjacent to an identified nonmotorized corridor.

LU-96. For the LF Airport Landing Field District, the Airport Master Plan (AMP) establishes the vision, policies, and implementation strategies that govern uses, management principles, and future planning efforts. The AMP is incorporated by reference in the Auburn Comprehensive Plan as an appendix.

LU-97. Auburn Municipal Airport is included in the federal airport system the National Plan of Integrated Airport Systems (NPIAS). Participation in the NPIAS is limited to public use airports that meet specific FAA criteria. NPIAS airports are eligible for federal funding of improvements through FAA programs. To maintain eligibility for funding through FAA programs, the Airport Master Plan should be periodically updated as conditions change.

LU-98. Uses, activities, and operations within the LF Airport Landing Field District must be coordinated and consistent with the Airport Master Plan.

LU-99. Future expansions of the LF Airport Landing Field District, for the purpose of airport uses, activities, and operations, should be coordinated and consistent with the Airport Master Plan.

LU-100. While the industrially designated area east of the Airport is highly suited for airport related activities, other industrial type uses are now located here. Therefore, the City will encourage use in this area to take advantage of its proximity to the Airport.

LU-101. New commercial land uses in proximity to the airport should be air related and/ or complementary to the airport.

LU-102. To protect the viability of the Auburn Municipal Airport the City shall create an airport overlay that is consistent with FAA regulations and WSDOT guidance.

LU-103. The City's zoning ordinance and other appropriate regulatory measures shall enforce the airport overlay and the FAR Part 77 surfaces.

LU-104. The airport overlay shall protect the operations of the Auburn Municipal Airport by establishing controls on incompatible land uses and development.

LU-105. The airport overlay should be implemented to manage land uses and development around the airport to ensure compatibility into the future and prevent incompatible future uses. The regulations applied to properties surrounding the airport should

encourage land uses that are related to, and benefit from, proximity to the airport but not restricted exclusively to only these.

LU-106. The impact of development on air safety shall be assessed through the City zoning ordinance, FAA regulations, SEPA review, input from the Auburn Municipal Airport, and relevant technical guidance. Appropriate mitigation measures shall be required by the City.

LU-107. Uses in proximity to the airport that may create potential operational (e.g. height or noise) conflicts shall be reviewed for their consistency to airport operations and conformance with the FAA regulations.

LU-108. The airport should be protected from nonconforming uses and structures that pose a safety concern to airport operations.

LU-109. The City shall determine whether nonconforming uses and structures affect airport operations and require their minimization or elimination, at cost to owner, based on individualized study of proposals, City regulations, input from the Auburn Municipal Airport, and relevant technical guidance.

Public/Quasi-Public Designation

Character

This category includes those areas that are reserved for public or quasi-public uses. It is intended to include those of a significant extent, and not those smaller public uses that are consistent with and may be included in another designation. These public uses include public schools, developed parks, and uses of quasi-public character such as large churches and private schools. Public uses of an industrial character are included in the industrial designation, and small-scale religious institutions of a residential character are included in the residential designation. Streets, utilities, and other separate uses are not intended to be mapped separately as Public/Quasi-Public.

Values

Character: Community facilities and programs bring people together and connect residents and visitors to our natural resources.

Wellness: Multiple recreation options, and nearby trails, parks, activities, and events will be readily accessible to the entire community.

Service: Land use policy supports the provision of community, health and human services to all residents.

Economy: Residents and visitors seek Auburn as a residence or destination because of its natural resources, community events, and community pride.

Celebration: We utilize our open spaces and public facilities to promote who we are, our diversity, and our community pride.

Environment: Residents and visitors will enjoy open spaces and environmentally sensitive areas, while encouraging the appreciation of their importance and beauty. Impacts of new development on natural resources are considerate of their sensitivity and importance.

Sustainability: Public and private funds are used to make investments in land preservation, restoration and protection. Public investments in land and facilities are considered for their perpetual or generational value versus short-term motivations.

Policies

LU-110. The primary purpose of this designation is to address public needs while taking advantage of synergies with the adjacent areas where they are sited.

LU-111. Appropriate uses for this designation include facilities that serve the needs of the larger community such as public schools, active parks, city operated municipal facilities, police stations, and fire stations.

LU-112. Innovative strategies to integrate the uses and sites into the areas where they are sited is encouraged. These strategies should maximize use of the site while minimizing fiscal impacts and impacts to adjacent areas.

LU-113. Increase visibility of resources through public information campaigns.

LU-114. Appropriate uses include low-intensity recreational uses, passive use open areas, protected environmental habitat, stormwater detention facilities, and similar low-intensity uses.

LU-115. Promote the use of energy and water



conservation measures.

LU-116. A responsible management entity and the purpose for Institutional districts should be identified for each property interest within this designation. Management policies and plans are appropriate for all lands in this designation.

LU-117. This designation permits a wide array of uses that tend to be located in the midst of other dissimilar uses. For this reason, special emphasis should be directed at the following:

A. The appropriateness of new requests for this designation and the impacts that it may have on the surrounding community.

B. Site-specific conditions that should be attached to the granting of new requests for this designation that are designed to mitigate impacts on the surrounding community.

C. Site-specific conditions that should be attached to development proposals that are designed to mitigate impacts on the surrounding community.

LU-118. Coordination with other Institutional entities is essential in the implementation of the Public/Quasi-Public land use designation.

LU-119. Industrial and commercial uses that are affiliated with and managed by educational institutions for vocational educational purposes may be classified as a Publican Public/Quasi-Public use and permitted on a conditional basis.

Designation Criteria

1. Previously developed institutional uses; or
2. Meets the development parameters of the Public/Quasi-Public designation.

Implementing Zoning Designations

A. I Institutional

B. P-1 Public Use District

Open Space Designation

Description

Open space lands are in public ownership or an otherwise permanently protected state that provide enhanced protection of floodplains, aquatic and/or wildlife corridors, wetlands, hazardous slopes, or that protect groundwater supplies. Open Space lands may be made available for public access and education which includes ancillary supportive uses such as

bathrooms, trails, boardwalks, interpretive signs, parking, and picnic areas.

Designation Criteria

1. Passive parks or undeveloped Parks Department property;
2. Any site containing a significant developmental hazard; or
3. Any site containing open space value suitable for public protection without unduly encroaching on private property rights.
4. Sites that are permanently protected as a result of the terms of acquisition or a recorded instrument.

Implementing Zoning Designations

A. OS Open Space

Policies

LU-120. Active parks that provide sports field, activity and community centers, cemeteries, and public buildings should not be designated as open space.

LU-121. Open space lands are primarily designated to provide wildlife and aquatic habitat, flood detention, vegetation and soil preservation, and view shed protection. Land designated as open space may be used for public access to trails, interpretive centers, education opportunities, and other uses and facilities that support the purpose of their designation.

LU-122. Increase distribution of open space and increase access to open space amenities throughout Auburn.

LU-123. Enhance restoration, preservation and protection of natural resources and critical areas.

LU-124. Seek out opportunities to develop recreation and education opportunities on public lands or through public–private partnerships.

LU-125. Increase visibility of resources through public information campaigns. Continue to work with regional partners to develop and maintain trail systems that connect Auburn with regional destinations.

LU-126. Build on partnerships with school districts to expand public use of school facilities for recreation and exercise, and to improve public access to facilities for this purpose, as appropriate.

Overlays, Urban Growth Area, and Special Planning Land Use Designations

Character

These areas help control growth, protect the environment, and prevent urban sprawl conditions in our City. For a variety of reasons, specific areas exist within the City that require further specificity or focus of land use planning, policy, regulation, or investment. Overlays, urban growth areas, and special planning areas may be designated that help further enumerate a purpose. These areas are to be designated through the Comprehensive Plan and treated as a component of the Land Use Element of the Plan.

Values

Each area designated as an overlay, urban growth area, or special planning area shall reflect the values identified in the Core Comprehensive Plan.

General Policies

LU-127. These land use designations must be consistent with the Growth Management Act, Puget Sound Regional Council, and countywide planning policies.

LU-128. Any proposed changes to these designations must be pursued in coordination with applicable State, Regional and County agencies.

Urban Separator Designation

Description

Urban separators are areas designated for low-density uses in the King County Countywide planning policies. They are intended to "protect Resource Lands, the Rural Area, and environmentally sensitive areas, and create open space and wildlife corridors within and between communities while also providing public health, environmental, visual, and recreational benefits." There are two primary areas of urban separators, one on Lea Hill and one on West Hill.

Designation Criteria



Areas designated through the process of annexation.

Implementing Zoning Designations

A. Lea Hill Overlay

B. West Hill Overlay

C. Bridges Overlay

D. Urban Separator Overlay

Policies

LU-129. The City is obligated to maintain (and not redesignate) the Urban Separator designation until at least the year 2022, pursuant to countywide planning policies and an annexation agreement with King County. The City will coordinate with King County on redesignation of Urban Separators in 2025.

LU-130. Urban separators are deemed to be both a regional as well as local concern and no modifications to development regulations governing their use may be made without King County review and concurrence. Therefore, the areas designated as "urban separator" on the Comprehensive Land Use map, will be zoned for densities not to exceed one dwelling unit per acre, with lot clustering being required if a subdivision of land is proposed.

Urban Growth Area and Potential Annexation Area Designation

Description

Urban growth areas and potential annexation areas are areas located outside of the municipal city limits of Auburn. They are areas that are anticipated to be incorporated into the City within 10 years of their designation.

Designation Criteria

Potential annexation areas are jointly developed by cities and the County in which they are located. They are based upon countywide growth projections that are divided among all urban growth areas within each respective County. Urban growth areas and potential annexation areas are distinguished from each other by whether they have been assigned to a city or not. Urban growth areas have been identified but have not been assigned to a city. Potential annexation areas are urban growth areas that have been assigned to a specific city.

Implementing Zoning Designations

A. Urban Growth Area Potential Annexation Area

Policies

LU-131. Work with King and Pierce County, as well as nearby cities, to redesignate urban growth areas into potential annexation areas.

LU-132. Auburn's Potential Annexation Area is shown on the Comprehensive Plan Land Use Map (Map 1.1). Map 1.1 also depicts Growth Impact Areas. These Growth Impact Areas are generally adjacent to cities or unincorporated County lands in which development that occurs potentially impacts the city of Auburn.

LU-133. The Auburn City Council may revise the boundaries of the Potential Annexation Area in the future, in response to:

A. Amendments to King and Pierce County Urban Growth Areas as specified in the King and Pierce County countywide policies

B. Discussions between Auburn and adjacent jurisdictions regarding potential annexation area boundaries

C. Discussions with Pierce County concerning the designation of potential annexation area boundaries

D. Changed circumstances relating to population and employment growth and projections, urban service feasibility, or similar factors.

LU-134. Develop strategies and agreements for the review of development and provision of utilities within potential annexation areas that have yet to be annexed.

LU-135. Prior to annexation, develop strategies and agreements that address the orderly transition of areas into the city such as transfer of permit authority, infrastructure financing, financing of fire and police services, and interim development regulations.

Critical Area Overlay Land Use

Description

Under the Growth Management Act cities and counties are required to identify, designate and protect critical areas. Critical areas include (a) wetlands, (b) aquifer recharge areas (including areas with a critical recharging effect on aquifers used for potable water), (c) fish and wildlife habitat conservation areas, (d) frequently flooded areas, and (e) geologically hazardous areas.

Designation Criteria

Designation of critical areas includes both criteria that should be applied to the specific type of critical area as well as buffers and/or setbacks that are necessary for the protection of the critical area and/or life and property. Designation of critical areas is based on best available science as it applies to local conditions.

Implementing Zoning Designations

A. Wetlands

B. Aquifer Recharge Areas

C. Fish and Wildlife Habitat Conservation Areas

D. Frequently Flooded Areas

E. Geologically Hazardous Area

Policies

LU-136. Best available science will be utilized for the specific designation criteria and the associated adopted protection standards and development regulations.

LU-137. Reasonable use provisions will be included within the critical area regulations that ensure a property owner is not denied use of a preexisting parcel, lot or tract.

LU-138. Exemptions to the critical areas ordinance should be provided for very limited and justified circumstances such as maintenance of existing land uses, work within some types of human-made features, limited types of site investigation work, emergency activities, and certain types of invasive vegetation control.

LU-139. Critical area regulations will identify the process and standards for alteration of a critical area and criteria related to mitigation, performance, and monitoring.

Special Planning Area Designation

Description

"Special Planning Areas" consist of Districts, subareas, Impression Corridors, and Gateways within Auburn that warrant additional emphasis in planning, investments, and policy development. Each may be recognized separately within the Comprehensive Plan, as an Element of the Comprehensive Plan, or as an

subarea plan (discussed below). There are a variety of reasons for designating and distinguishing a special planning area, and once designated, a variety of potential outcomes. Reasons for designating a special planning area include:

- Growth Centers are areas of the city identified though the Comprehensive Planning process where a large share of growth is allocated. These areas provide a combination of Mixed-use, higher density residential, and higher density commercial uses which serve the local area. There will be a special focus on the performance of these Centers, including housing units and jobs created, to ensure the City accommodates the required share of regional growth by 2044. Growth Centers are shown in Map 1.4 and reflected in development regulations found in city code.
- Areas of high visibility and traffic. These areas create an impression or image of Auburn. It is therefore particularly important to ensure that they are attractive and well maintained. Examples include Auburn Way South and associated major highway on- and off-ramps.
- Land use activities that warrant joint planning between the city and owner/operator. In addition to developing approaches and strategies for the land use activity, there may be additional emphasis on ensuring compatibility with surrounding land uses. Examples include Green River College, the Auburn Municipal Airport, and Emerald Downs Thoroughbred Horse Racetrack.
- Neighborhoods in which a resident and merchant live and conduct daily business and leisure. Neighborhoods may also be distinguished by physical setting, physical separations, and similarity over an area. Examples include downtown, Lea Hill, and Lakeland.
- Areas with a focused desire to create greater physical and economic cohesiveness. These may be large, planned developments or clusters. Examples include the Auburn North Business Area and Mt. Rainier Vista.
- Areas with an existing built environment or an existing regulatory framework that does not, in itself, meet the expectations of the seven values that underscore the Comprehensive Plan. Examples include the need for multimodal connections between West Hill and Lea Hill to north and downtown Auburn.

Designation Criteria

1. **Districts:** The geographic limit of districts and areas that make up this category of Special Planning Areas extends beyond an alignment with any particular street, trail, river, stream, or other linear corridor. Districts may contain other smaller Special Planning Areas, such as subareas. Additionally, districts are generally consistent with the geography of one of the eight "neighborhoods" identified in the 2014 City of Auburn Community Vision Report. Generally speaking, districts are identified for the purpose of creating identity. This means that the land use designations and overarching policies and implementing regulations are not going to change from one district to the next. Instead, Districts are important for event planning, establishing park and open space level-of-service standards, and promoting community identity
   Districts (see Map 1.4)
   - West Hill
   - North Auburn
   - Lea Hill
   - Downtown
   - South Auburn
   - Plateau
   - Lakeland
   - Southeast Auburn
2. **Subareas:** Subareas are smaller in geography than a district. Though relatively large, multiple subareas may be located within a single district. Subareas allow for the refinement and recognition of existing unique characteristics within a district. Subareas are intended to anticipate, support, and guide long-term growth and redevelopment through planned development and a unique vision for how that area should look and function in the future. It can also be used to provide flexibility

when there is uncertainty regarding how an area may be most appropriately developed in the future.

3. **Twenty-eight (28) subareas currently exist.** These subareas are categorized into five different types of subareas:
    - Identified Areas;
    - Designated Areas;
    - Economic Development Strategy Areas (a Designated Areas sub-category);
    - Areas of Concern (another Designated Areas sub-category); and
    - Adopted Areas.

Uses, intensities, and infrastructure development determined for each subarea or planned area through individual planning processes. Connectivity throughout the planned area, and connections to multimodal transportation opportunities outside of the planned area are also emphasized through the individual planning process. The result of each individual planning process is the adoption of Comprehensive Plan element or subarea plan for the particular subarea by the City Council. Each Plan element must be consistent with the general goals, objectives, and policies of the Comprehensive Plan, and once adopted, subarea plans are intended to guide the future development of each respectively adopted subarea.

2a. Identified Areas: Identified areas are identified as a subarea within the Comprehensive Plan, but have not been established on the Comprehensive Plan Map. Therefore, the specific and detailed boundaries of an identified subarea have not been defined. Identification of a subarea within the Comprehensive Plan occurs by official action of the City Council.

Identified Areas

- Auburn Golf Course
- GSA/Boeing
- Green River College
- Mary Olsen Farm
- Les Gove Campus
- Emerald Downs
- Auburn High School

2b. Designated Areas: Designated Areas have been designated on the Comprehensive Plan Map, which defines the specific and detailed boundaries of the area. Designation of an area on the Comprehensive Plan Map occurs by official action of the Auburn City Council. It is intended that future development of these areas will be guided by individual Plan element or subarea plan of the Comprehensive Plan. The future subarea plan will either supplement existing goals, policies, and implement strategies, or replace existing Comprehensive Plan designations and policies for the area within the specific and detailed boundary.

Designated Areas (see Map 1.6):

- Auburn Municipal Airport
- BNSF Rail Yard
- Stuck River Road
- Mount Rainier Vista
- Lakeview

2b(1). Designated Areas: Areas of Concern: Areas of Concern are a specific type (or subcategory) of the designated area. Areas of Concern are established because they represent an area that features a lack in the infrastructure and services (e.g. municipal water and sewer service, urban roads, traffic demand, and storm water management) necessary to support increase in density or other development. These areas require a close assessment of and an emphasis on infrastructure development and planning to support further development. While this Plan may not fully represent the intensity of uses that could ultimately be supported in these areas (in part due to the current weakness of the City's infrastructure to support future growth). Development intensification within the Area of Concern needs to be coordinated with the necessary infrastructure and services to support growth.

Designated Areas - Areas of Concern (see Map 1.6):

- AWS/Auburn Black Diamond Rd.
- Pike Street NE
- 8th Street NE

2b (2). Designated Areas: Economic Development Strategy Areas: The Economic Development Strategy Areas are a specific type (or subcategory) of designated area. In 2005, City Council adopted six Economic Development Strategy Areas under



Resolution No. 3944. These areas, initially identified by a focus group of diverse business and community interests, are targeted for population and employment growth within the planning horizon of the City's 20-year growth target (204431). By 2012, the City Council added three additional economic development strategy areas, bringing the total to nine (9) strategy areas.

During the City's 2015 update of the Comprehensive Plan the list of economic development strategy areas reflects current conditions and status of these areas. As such, two of the original six economic development strategy areas were removed from the list. The Urban Center, one of the original six development strategy areas, was removed as it is no longer a designated area. The Urban Center, also known as "Downtown Auburn" or the "Downtown Urban Center" is an adopted area (since 2001) and features its own subarea plan. The Auburn Environmental Park (AEP)/ Green Zone has also been removed as an economic development strategy area. The AEP/Green Zone economic development strategy area was previously zoned EP, Environmental Park Zone. The intent of this zone was to encourage economic development in the form of medical, biotech and "green" technologies including energy conservation, engineering, water quality and similar uses. Through Ordinance No. 6660 City Council rezoned the AEP/Green Zone from EP, Environmental Park Zone to M-1, Light Industrial, hereby effectively removing the need to designate the AEP/Green Zone as a specific economic development strategy area.

The current economic development strategy areas are included below. The boundaries of the economic development strategy areas are incorporated as designated sub-areas "Designated Areas – Special Planning Areas" map of the Land Use Element.

Designated Areas -Economic Development Strategy Areas (see Map 1.6)

- A St SE (corridor)
- Auburn Way South (AWS) Corridor
- Auburn Way North (AWN) Corridor
- M St SE (between AWN and AWS)
- SE 312th/124th Ave
- NW Manufacturing Village
- 15th St SW/West Valley Hwy N

2c. Adopted Areas: Adopted Areas include an Adopted Subarea Plan incorporated into the Comprehensive Plan that establishes the purpose

of its designation, goals and policies, and implementation strategies. Adoption of a subarea plan occurs by official action of the City Council. As an adopted document of the Comprehensive Plan, the subarea Plans are subject to a review, and if necessary, revision to address changes in conditions, issues, or even characteristics of the planned areas. The review and revision of the Subarea Plan will also include the review and, if necessary, a revision of zoning regulations and architectural design standards.

Adopted Areas (see Map 1.7)

- Downtown (Ordinance No. 5549)
- Auburn Adventist Academy (Resolution No. 2254)
- Auburn North Business Area (Resolution No. 2283)
- Lakeland Hills (Resolution No. 1851)
- Lake Hills South (County H.E. Case Z15/UP70)
- Northeast Auburn (Ordinance N. 6183)

3. Impression Corridors: Impression corridors are aligned with a particular street, trail, river, stream, or specific linear corridor. Some corridors may be part of a subarea, in which case the Impression Corridor policies are additive to a subarea plan. Impression corridors enhance the areas in which residents, businesses, and visitors move throughout the city. The benefit of an impression corridor is two-fold: residents know that the city is invested in the aesthetic of main thoroughfares and businesses can build off of the design and aesthetic provided by the impression corridor. Improvements or modification to impression corridors consist of aesthetic signage, landscaping, and monument features, and the rehabilitation or removal of existing buildings and property. Impression Corridor boundaries and policies are formally designated by adoption of the Comprehensive Plan. Priority is given to the impression corridors that are a part of a subarea. Priority impression corridors are the thoroughfares in which residents, businesses, visitors move throughout a specific subarea. The priority impression corridors are italicized below.

Impression Corridors (see Map 1.8)

- Auburn Way North
- Auburn Way South
- Auburn Black Diamond Road
- A Street SE/Auburn Avenue
- C Street SW
- Division Street
- M Street/Harvey Road
- Main Street
- 8th Street NE
- 15th Street SW
- West Valley Highway
- 15th Street NW/NE
- 132nd Ave SE
- SE 320th Street
- SE 312th Street
- SE 304th Street
- R Street
- Lake Tapps Pkwy SE
- Green River Road
- 37th Street NW
- S 277th Street
- Interurban Trail
- Green River
- White River
- Mill Creek

4. Gateways: Gateways are specific places, intersections, or blocks within the city. These essential locations are established because they constitute the first impression into of Auburn. Gateways are intended to create a "welcome" into distinct areas of the city or into the city itself. They are therefore highly important to plan, construct, maintain, and enhance their appearance and function. Gateway locations and policies are formally designated by adoption of the Comprehensive Plan. Priority is given to those gateways that are along a priority impression corridor. Priority gateways function as an entrance to an impression corridor. The priority gateways are italicized below.

Gateways (see Map 1.9)

- Auburn Way North and Auburn Avenue (where

the roads converge)

- East Main Street and M Street NE/ SE (at the intersection)
- Auburn Way South and 4th Street SE
- Auburn Way S and 6th Street SE
- West Main Street between C Street NW and B Street NW
- All roads with an entry into the city
- Hwy 167 Off Ramps
- SR 18 Off Ramps

Implementing Zoning Designations

A. Planned Unit Development (PUD) Master Plans

Special Plan Area Policies

District Policies.

LU-140. Through regulation, capital investment, and community planning, identify, promote and market district identity.

Subarea Policies.

LU-141. Each subarea will contain its own vision, goals, policies and strategies.

LU-142. BNSF Rail Yard - This approximately 150-acre Special Planning Area is located in the south-central portion of the city and surrounded by SR-18 to the North, Ellingson Road to the South, C Street SW to the west and A Street SE to the East. The Special Planning Area should consider both sides of C Street and A Street. Consideration should be given to:

- The needs of Burlington Northern.
- Providing pedestrian, bicycle and vehicular access across the site to connect the southeast and southwest sides of the city.
- Providing a more visually appealing "entry corridor" into the city from the south along A and C Streets.
- Allowing for a mix of uses including single and multifamily development and commercial and industrial uses where appropriate.

LU-143. Stuck River Road - A portion of the Stuck River Road Special Planning Area is currently the site of a large sand and gravel mining operation. This area and other adjacent land comprising a total of approximately 664 acres has been designated as a long-term resource area (mineral resource area), so development of the Special Area Plan for this area should be a low priority as mining is expected to continue on this site for as long as 30 years. The land uses for the Stuck River Road Special Planning Area will be determined through the subarea planning process and the City Council's adoption of the subarea plan. Potential land uses applied through the subarea planning process could include single-family residential, multi-family residential, commercial, institutional, and recreational. Some light industrial uses may be appropriate for consideration and designation through the subarea planning process if the uses are "industrial or business park" in character, conducted entirely within an enclosed building, and exhibit a high degree of performance standards and are non-nuisance in nature and if appropriately limited in extent and location. A mix of housing types ranging from single family residential to multi-family residential is appropriate for this planning area. The subarea plan should be adopted taking into consideration the period during which mining is expected and the intent of the ultimate development of the area. An active permit has been processed by the city with respect to the mining activity on a portion (approximately 664 acres) of the mineral extraction operation. The permit process should continue, however, any permit for mining in the mineral resource area should be granted for the life of the resource, with reviews conducted periodically (every five years) to determine whether changes in the originally proposed mineral extraction operation have arisen and give rise to the need for additional or revised permit conditions to address the new impacts (if any) of any such changes. Any permit applications for additional acreage within the mineral resource area shall be processed by the City.

Development of this area should not occur until adequate public facilities are available to support the development consistent with City concurrency policy.

The City recognizes the potential for expanding the Stuck River Road Special Planning Area to include additional land east of Kersey Way and north of the Covington-Chehalis power line easement and will consider a proposal by all affected property owners. If the area is expanded, the number of non-multiple

family, non-manufactured home park dwellings units may be increased proportionate to the increase in acreage. Any such proposal shall specifically apportion the types and quantities of development to occur within each separate ownership.

LU-144. Lakeview - The Lakeview subarea is currently the site of two independent sand and gravel mining operations. While mining activity continues in the eastern operation, indications in 1995 are that the western operation has ceased. Activity in the western portion is now limited to a concrete batch plant and future site reclamation. Following reclamation, the area should be developed as a primarily single-family residential neighborhood of low to moderate urban density. A planned development would be particularly appropriate for this approximately 235-acre site. The permitted development density of the site will depend heavily upon the ability of the transportation system near the site to handle the new uses. Consideration shall be given to the environmental, recreational and amenity value of White Lake, the historical and cultural significance, as well as tribal ownership and jurisdiction of the Muckleshoot Tribe in the development of the Lakeview Plan element. Permit applications have been accepted and are currently being processed by the city with respect to the mining activity in the eastern portion of the area. The permit process should continue, however, any permit for continued mining in this portion of the area should be limited to 10 years to encourage completion of the mining, and subsequent reclamation by the property owner in preparation for development. The Lakeview Plan element should be adopted prior to the City's acceptance or processing of any other permit applications for the mining operation in the Lakeview Special Planning Area. The environmental information and analysis included in the Final Environmental Impact Statement for Lakeview (November 1980), shall be considered in the development of the Lakeview Plan element. While heavy commercial or industrial uses would not be appropriate as permanent uses of this area, conversion of the area now zoned for heavy industry to office commercial (or similar) uses would be appropriate.

LU-145. Mt. Rainier Vista - This 145-acre subarea is located south of Coal Creek Springs Watershed. Overall development of the Mt. Rainier Vista subarea plan shall be consistent with the following conditions:

1. Primary consideration in the use and development of the property shall be given to protection of Coal Creek Springs' water quality. Development types, patterns and standards determined to pose a substantial risk to the public water source shall not be allowed.
2. The maximum number of dwelling units will be determined as part of any sub-area plan process. Dwelling units shall be located within portions of the property where development poses the least risk of contamination for Coal Creek Springs. Lands upon which any level of development would have a high risk for contaminating the water supply shall not be developed, but would be retained as open space. The development pattern shall provide for a logical transition between areas designated for rural uses and those designated for single family residential use. All dwelling units shall be served by municipal water and sanitary sewer service, and urban roads. If 53rd Street S.E. is the major access to serve the Special Planning Area, the developer will be responsible for developing the street to urban standards, from the property owners' eastern property line that abuts 53rd Street, west to the intersection of 53rd and Kersey Way.
3. Percolation type storm sewer disposal systems shall not be permitted. All surface water drainage shall be conveyed consistent with the City's current storm drainage standards. Treatment of stormwater shall occur prior to its discharge to any surface water body, consistent with standard public works or other requirements in general effect at the time of development.
4. The site shall be zoned temporarily, at one unit per four acres, until the sub-area plan is completed, and the long-term urban zoning determined.
5. The Mt. Rainier Vista special planning area boundary may be modified through the development of the subarea plan.
6. The Mt. Rainier Vista and Stuck River Road Special Planning Areas shall be coordinated subarea plans.

Designated Areas - Areas of Concern Policies

LU-146. AWS/Auburn Black Diamond Rd – The area between Auburn-Black Diamond Road and the Burlington Northern Railroad currently lacks urban facilities necessary to support urban development. Major development proposals shall be carefully assessed under SEPA to ensure that the development can be supported by the available facilities. Once property owners are able to demonstrate to the City that they can provide urban services (municipal water and sewer service, urban roads and storm water management) necessary to support the intensity of development proposed within the entire area, the Plan designation and zoning for this area should be changed to an urban residential or commercial classification. The appropriate classification(s) shall be determined after a review of the development proposal and the pertinent Comprehensive Plan policies.

LU-147. Pike Street NE – The area located north of 8th NE, east of Harvey Road, and south of 22nd NE is inadequately served by residential arterials. No increase in density or other development which would increase traffic demand in this area should be approved.

LU-148. 8th Street NE – The areas paralleling 8th Street NE located between Auburn Way and M Street are designated for multiple family residential while 8th Street NE is designated as a minor arterial. However, the road is not currently constructed to this standard and is not able to support current traffic demand adequately. The Plan designation would greatly increase traffic volumes. Implementation of the Plan designations should not occur until 8th Street NE is constructed to the adequate arterial standard and water service is upgraded. Up zones should not be granted from current zoning until these stems are upgraded or guaranteed.

Designated Areas - Economic Development Strategy Areas Policies

LU-149. The City should adopt a formal subarea plan for each of the seven economic development strategy areas (listed below) as an element of the Comprehensive Plan. Each economic development strategy area subarea plan should identify the uses, intensities, and infrastructure development necessary to support the types of business and activities that are most consistent with community aspirations. Each subarea plan should address and include policies regarding the expected level of housing density (or residential growth targets) and employment growth targets.

- Auburn Way South Corridor
- Auburn Way North Corridor
- NW Auburn Manufacturing Village
- 15th St. SW/C St. SW/W Valley Hwy. N
- A St. SE
- SE 312th St. /124th Ave SE
- M St. SE between Auburn Way N and Auburn Way S

Adopted Areas Policies

LU-150. Adoption or revision of a subarea plan will be treated as a comprehensive plan amendment and will comply with the Growth Management Act, Countywide planning policies, Vision 20, 50, and the Core Comprehensive Plan.

LU-151. Adventist Academy - Adopted under Resolution No. 2254 on November 14, 1991. The Auburn Adventist Academy is Special Planning Area (Adopted Area) is a multi-use campus operated by the Western Washington Conference of Seventh-Day Adventists. The Campus plays a large role in the Western Washington Conference of Seventh- Day Adventists' private elementary and secondary education system in Washington and hosts many community events as well as an annual regional camp meeting for Adventists from Washington and around the world. The Campus previously housed Harris Pine Mill, a furniture manufacturer, for many years. The Mill provided financial benefit to the Academy's budget and provided employment opportunities, learning experiences, and vocational education for Academy students. The Academy continues to include in its plan industrial uses that support the mission of the school financially. The reuse of existing mill buildings and redevelopment of buildings lost to a fire in 1989 are the focal points of the current industrial development. In addition to institutional and industrial uses, the Academy also operates a landing strip and associated aircraft hangars for student aviation and

flight training. A single-family subdivision is located to the south of the airstrip. In addition to these uses, the Academy wishes to allow development of uses such a multi-family and senior housing and assisted living and memory care which will generate perpetual revenue through a long-term land lease on a portion of the Campus lying generally north of Auburn Way South and south of 32nd Street S.E. that will directly aid its mission. The financial benefit from these uses will allow funding an endowment, subsidize student tuition, provide financial aid for students needing tuition assistance, for new educational programs, for additional faculty, facility maintenance and upgrades, and other needs. The plan focuses on provides predictability to planning, zoning, subdivision, and development decisions within the Special Planning Area (Adopted Area) made by the city.

LU-152. Auburn North Business Area - Adopted under Resolution No. 2283 on March 2, 1992. The Auburn North Business Area Special Planning Area Plan was the result of a comprehensive planning study due to increased development pressure north of the Central Business District. Since the Central Business District, which contains Downtown, the core of Auburn, is adjacent to these areas, future development in this area is crucial. A comprehensive and cohesive direction was also needed based on increased development proposals and rezone requests. In addition to development concerns, many of the considerable undeveloped parcels contain wetlands. All of these factors made development controls beyond zoning and development regulations advisable.

LU-153. Lakeland Hills - Adopted under Resolution No. 1851 on April 18, 1988. Lakeland Hills area lies between the Stuck River and the southern City limits of Auburn in the most southwestern part of the city. The area consists of planned residential and commercial subdivisions, and is predominately residential in nature, offering a range of housing types, including single family and multi-family dwellings. The Lakeland Hills Plan was intended to provide long-term predictability to both the city and potential developers. As a planned community, development and design must be consistent with the policy guidance of the Lakeland Hills Plan.

LU-154. Lakeland Hills South - Approved under Pierce County Hearing Examiner Case Z15/UP70.Lakeland Hills South lies south of the Lakeland Hills special plan area and is the most southwestern part of the city. The area is predominately residential, allowing for a range of housing types, with commercial uses, including Lakeland Town Center, in the center. Nonresidential uses, including civic, religious, and municipal services are allowed throughout the area through an Administrative Use Permit. Unlike Lakeland Hills, Lakeland Hills South was accepted into Auburn was a Planned Unit Development (PUD). The Lakeland Hills PUD, originally the Lakeland Hills South Planned Development District (PDD), was approved under Pierce County Hearing Examiner Case no Z15-UP70 in 1990. Lakeland Hills South PUD is intended to provide enhanced flexibility to develop a site through innovative and alternative development standards. As a PUD, specific development and design standards are prescribed.

LU-155. Auburn Downtown Plan (Downtown Urban Center) – Adopted under Ordinance No. 5549 on May 21, 2001. Downtown Auburn is the business, governmental, and cultural hub of Auburn, its physical and cultural heart. Many stores, restaurants, service providers, and small offices are well-represented throughout this district. Downtown hosts many community events and activities, such as the weekly Auburn International Farmers Market in the summer, Soundbites! Concert Series (in the City Hall Plaza) and the Veterans Day Parade. Downtown features public art that includes temporary installations such as Pianos on Parade and a permanent outdoor Downtown Sculpture Gallery with rotating pieces. This dynamism is possible because the district is a collection of uses that coexist in close proximity to one another. Due to the value, importance, and complexity of this district, The Auburn Downtown Plan identified four general needs to be addressed by the plan:

- Update of the existing plan in order to continue Downtown revitalization
- Concern over the reopening of Stampede Pass
- Multiple large projects proposed for Downtown
- Scarce private investment

In conjunction with project-based items, a regulatory element that emerged from the goals of the Auburn Downtown Plan was the Downtown Urban Center (DUC) zoning district, which was established in 2007. While the DUC zoning district is intended specifically

to address the needs of downtown, though the implementation of policies identified by the Downtown Auburn Plan, many challenges related to public and private investment, development, and strategic planning have yet to be addressed as downtown has evolved.

The Auburn Downtown Plan is in the process of being updated and is expected to be considered for adoption in 2025, after this Periodic Comprehensive Plan update is adopted in 2024. The DUC zoning districts and DUC boundaries found in the Comprehensive Plan Land Use Map, related Zoning Map, and Implementing Zones is consistent with direction in the updated Auburn Downtown Plan.

LU-156. Northeast Auburn Special Plan Area – Adopted under Ordinance No. 6183 on June 5, 2008. The Plan was prepared in fulfillment of the policies included in the Comprehensive Plan for the area between Auburn Way North and the Green River, south of 277th Street (52nd Street NE) and north of approximately 37th Street NE in the City of Auburn (Map No. 14.2). The planning area was narrowed to an area covering approximately 120 acres, north of 45th Street NW and between Auburn Way North and the existing I Street NE right-of-way. The Northeast Auburn/ Robertson Properties Special Area Plan focuses on proposed develop of the Auburn Gateway project area, a 60-acre group of properties owned or under consideration for purchase by Robertson Properties Group, owners of the Valley 6 Drive-In Theater. The plan calls for a mix of office, retail, and multifamily development under a new zoning designation (C-AG Auburn Gateway) for the central portion of this planning area, created to accommodate mixed use development. The plan calls for phased development in coordination with the provision of new roads, stormwater and other utilities, and flood management measures.

Impression Corridor Policies

LU-157. Create specific plans for each identified corridor, outlining development policies and regulations, necessary capital improvements, and implementation strategies. In the absence of any specific corridor plans, this section contains general policies that are to be applied within designated impression corridors.

LU-158. Coordinate corridor planning, design, construction, and maintenance with other agencies, such as BNSF, the Muckleshoot Indian Reservation, and the Washington State Department of Transportation. Where one agency may more effectively manage the corridor, management or ownership consolidation is appropriate.

LU-159. Promote the elimination or renovation of existing derelict or unmaintained structures, signs, fences, and properties along impression corridors through regulatory or enforcement mechanisms.

LU-160. Work with private and public property owners to educate, create incentives, and enforce regulations that are intended to improve the overall appearance of identified corridors.

LU-161. Emphasize the design, orientation, construction materials, landscaping, and site layout for development proposals of new and existing buildings along impression corridors. New construction and the renovation of existing buildings create important opportunities for enhancing the appearance of impression corridors.

LU-162. Establish regulations that ensure coordinated, attractive commercial signage is of an appropriate size and quantity. Signage regulations along these corridors may be different than those in other areas.

LU-163. Take advantage of opportunities to provide informational signs, wayfinding signs, and traffic control signs that are attractive, useful, and integrated into a larger citywide signage plan or policy.

LU-164. Outdoor storage of materials, inventory, and other goods and off-street surface parking should be located at the rear of the property. If outdoor storage cannot be located in the rear of the property, then it should be screened from view from adjacent rights-of-way.

LU-165. Design, construct, and enhance impression corridors to accommodate multimodal uses.

LU-166. Design and construct vehicular access points in a manner that consolidates access points serving multiple uses.

LU-167. Signage, landscaping, and monument features should be used to establish prominent access points.

LU-168. Discourage aerial utilities.

LU-169. Invest in impression corridors by acquiring rights-of-way, constructing and widening sidewalks,



installing landscaping, building center medians, constructing parklets, providing street furniture, and constructing other improvements.

Gateway Policies

LU-170. Prioritize by ranking all gateways and develop potential opportunities and designs for each location.

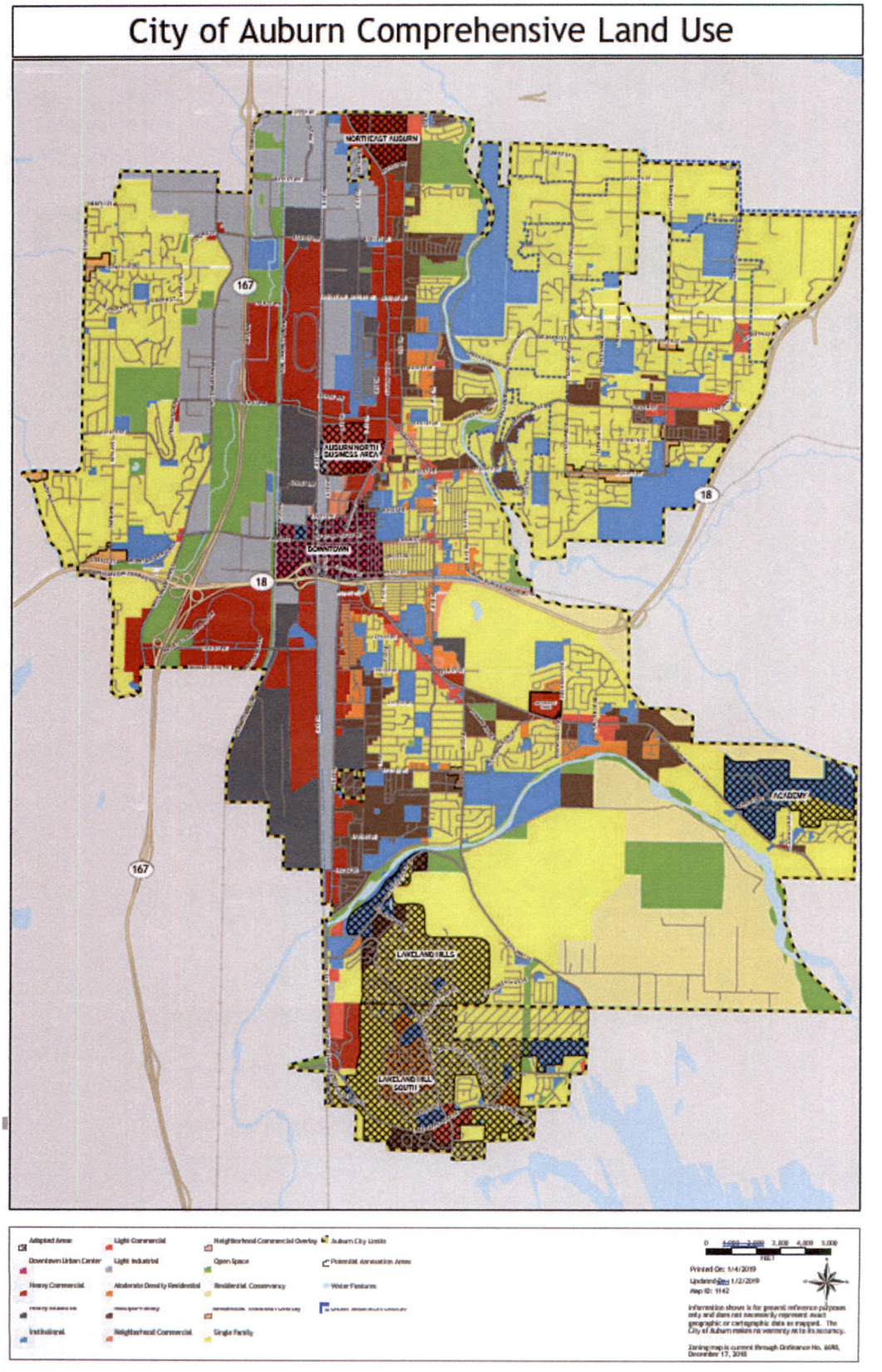
LU-171. Develop land use regulations that incorporate gateway priorities and concepts into private development proposals that are located at identified gateways.

LU-172. Coordinate with the Washington State Department of Transportation to understand options and implement actions at gateway location. Many of the gateway locations are within the WSDOT right-of-way.

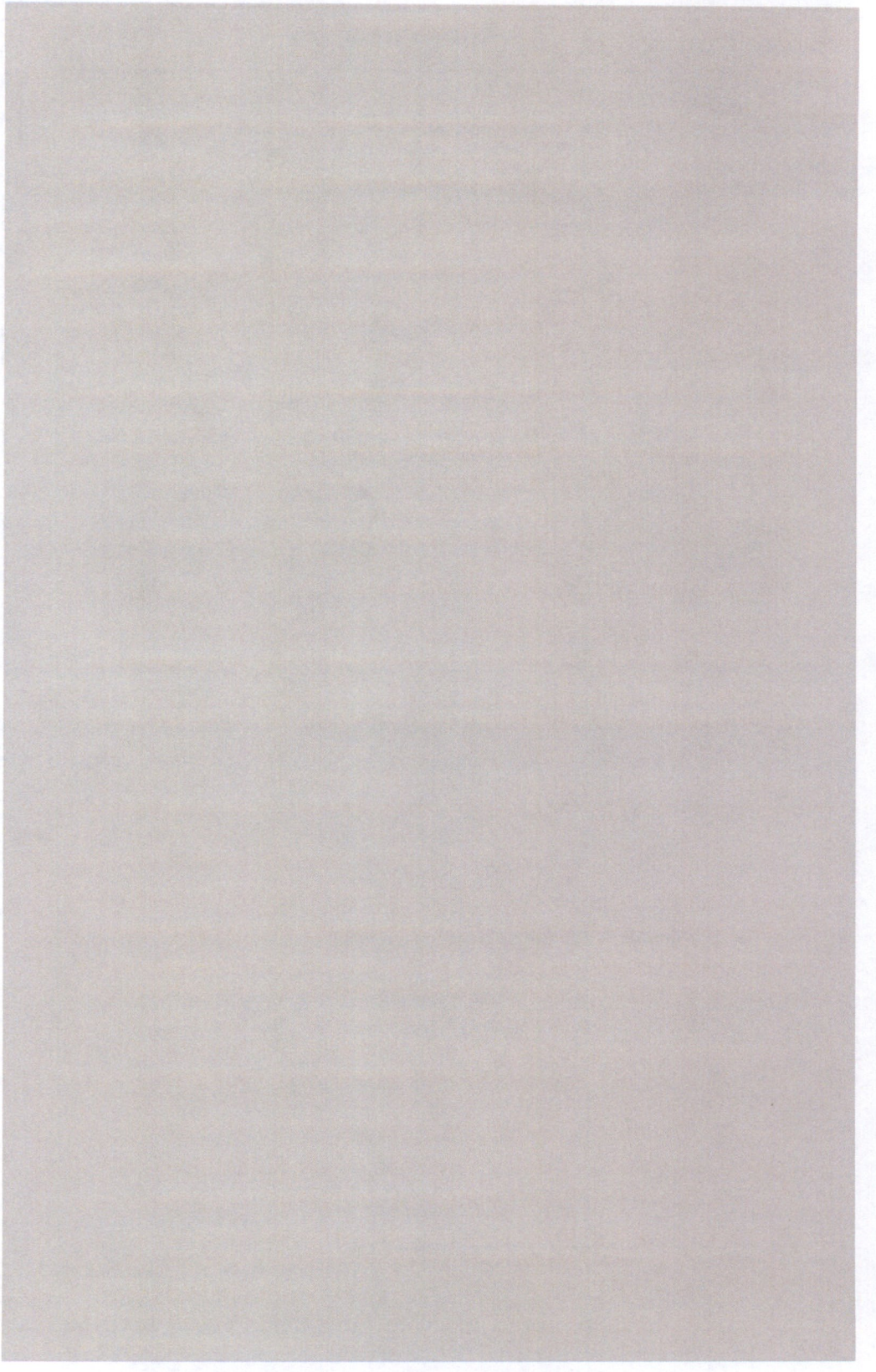
LU-173. Develop design layouts for gateway locations. Designs will identify key areas that greet residents and visitors as they enter the city or downtown center, opportunities for signage and monument features, and landscaping.

LU-174. Maintain established gateways.

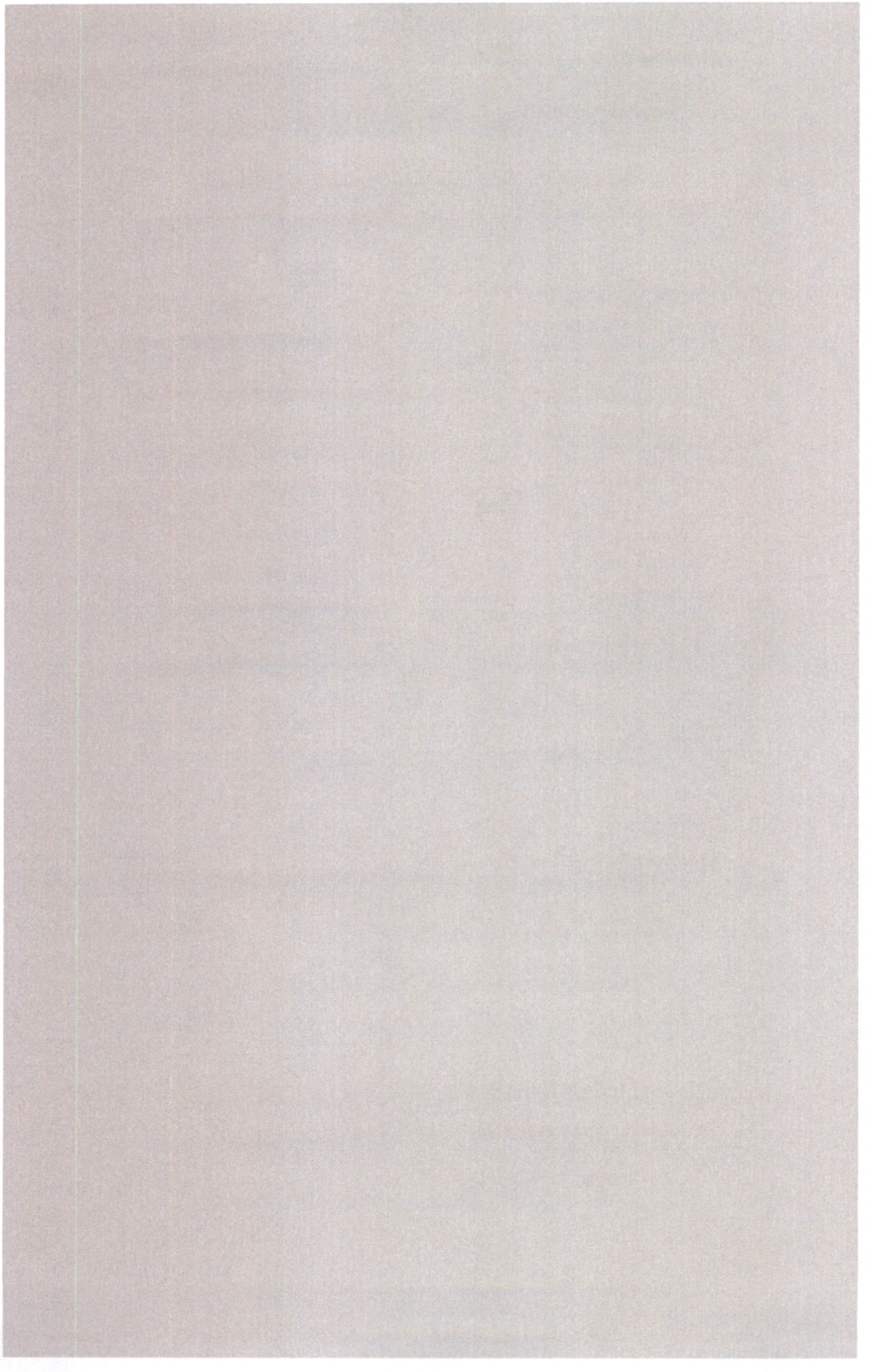
Map 1.3 - City of Auburn Comprehensive Land Use Map



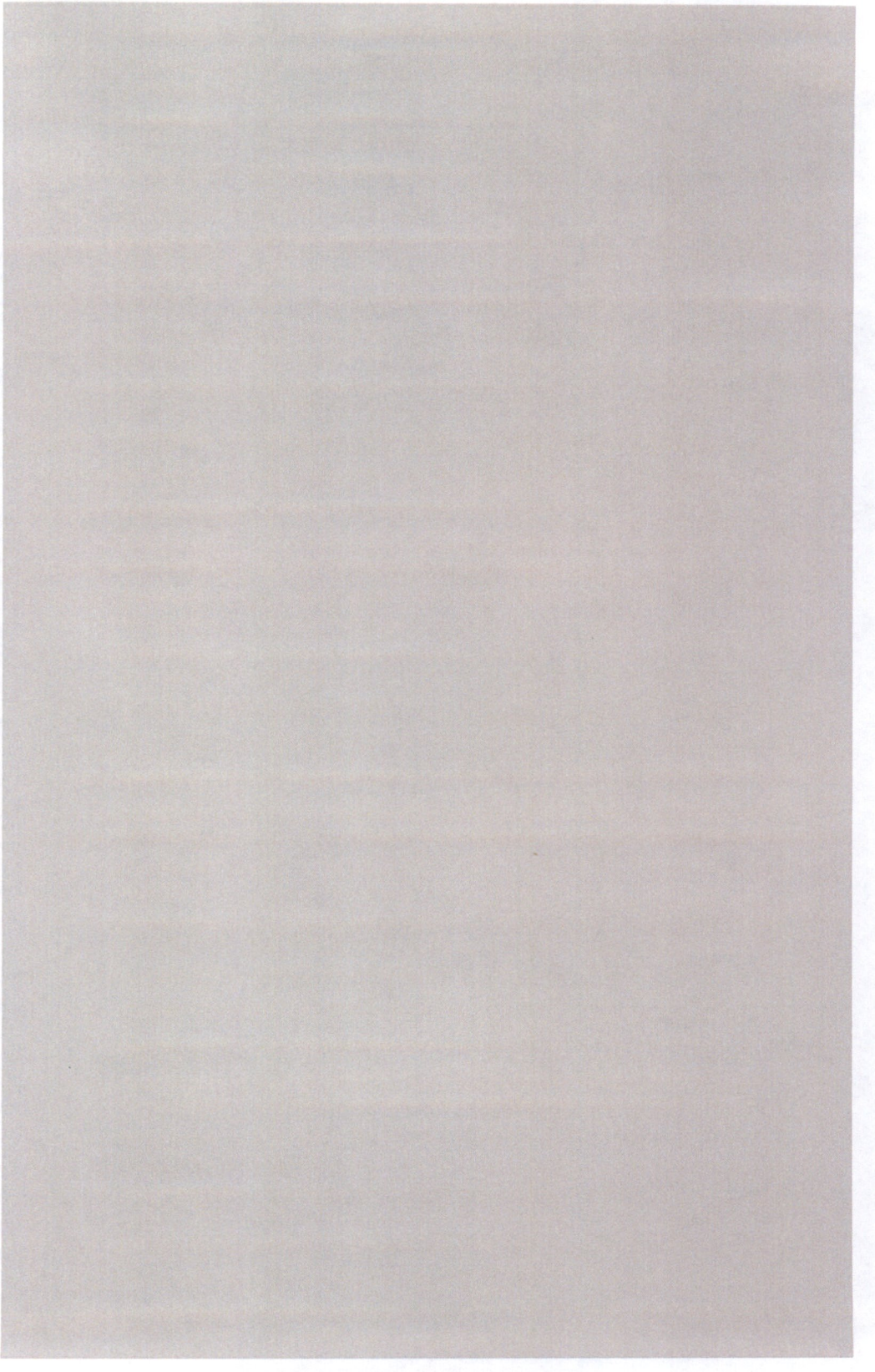
Map 1.4 - City of Auburn Comprehensive Growth Centers



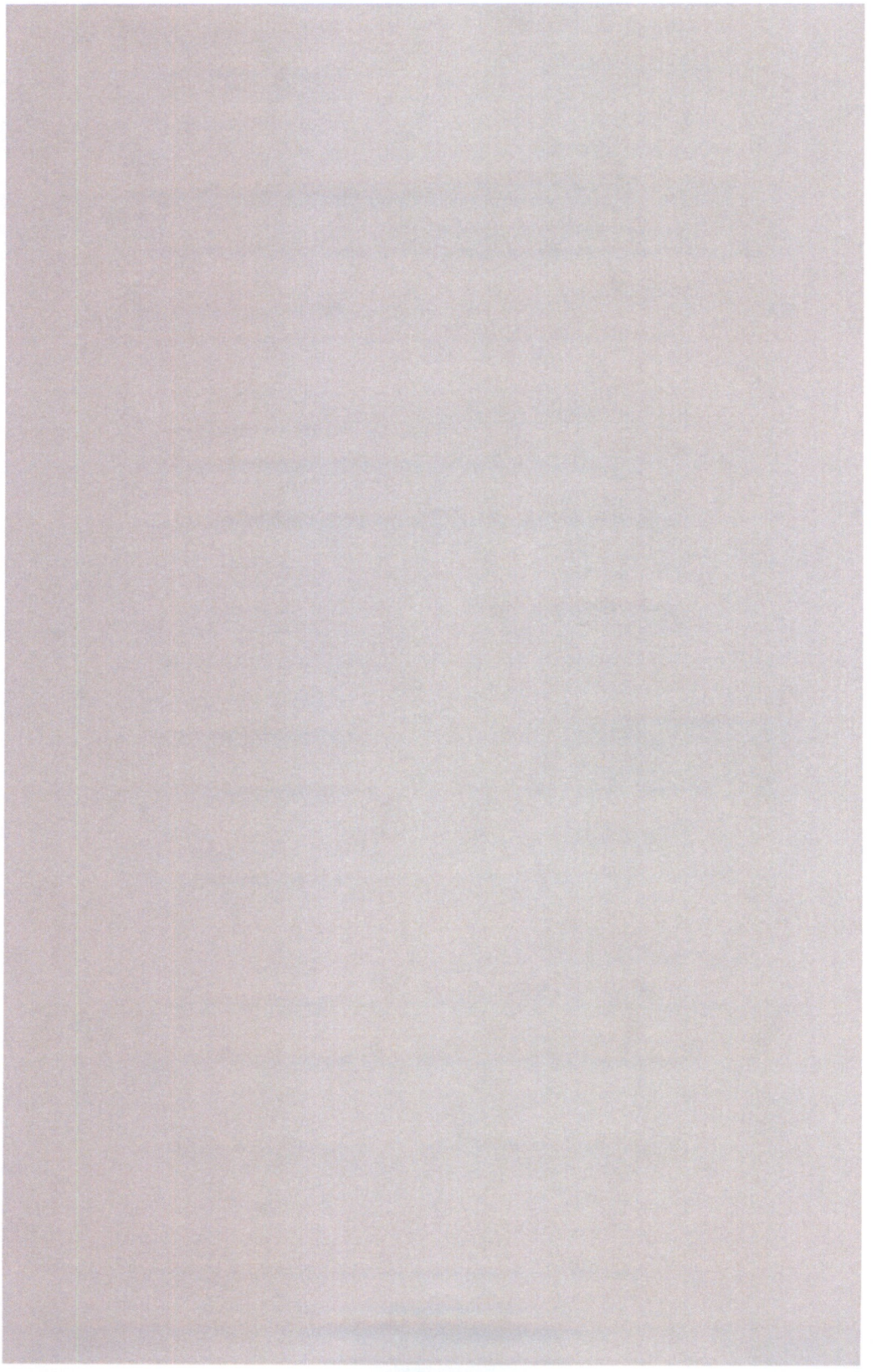
Map 1.5 - City of Auburn Districts Map



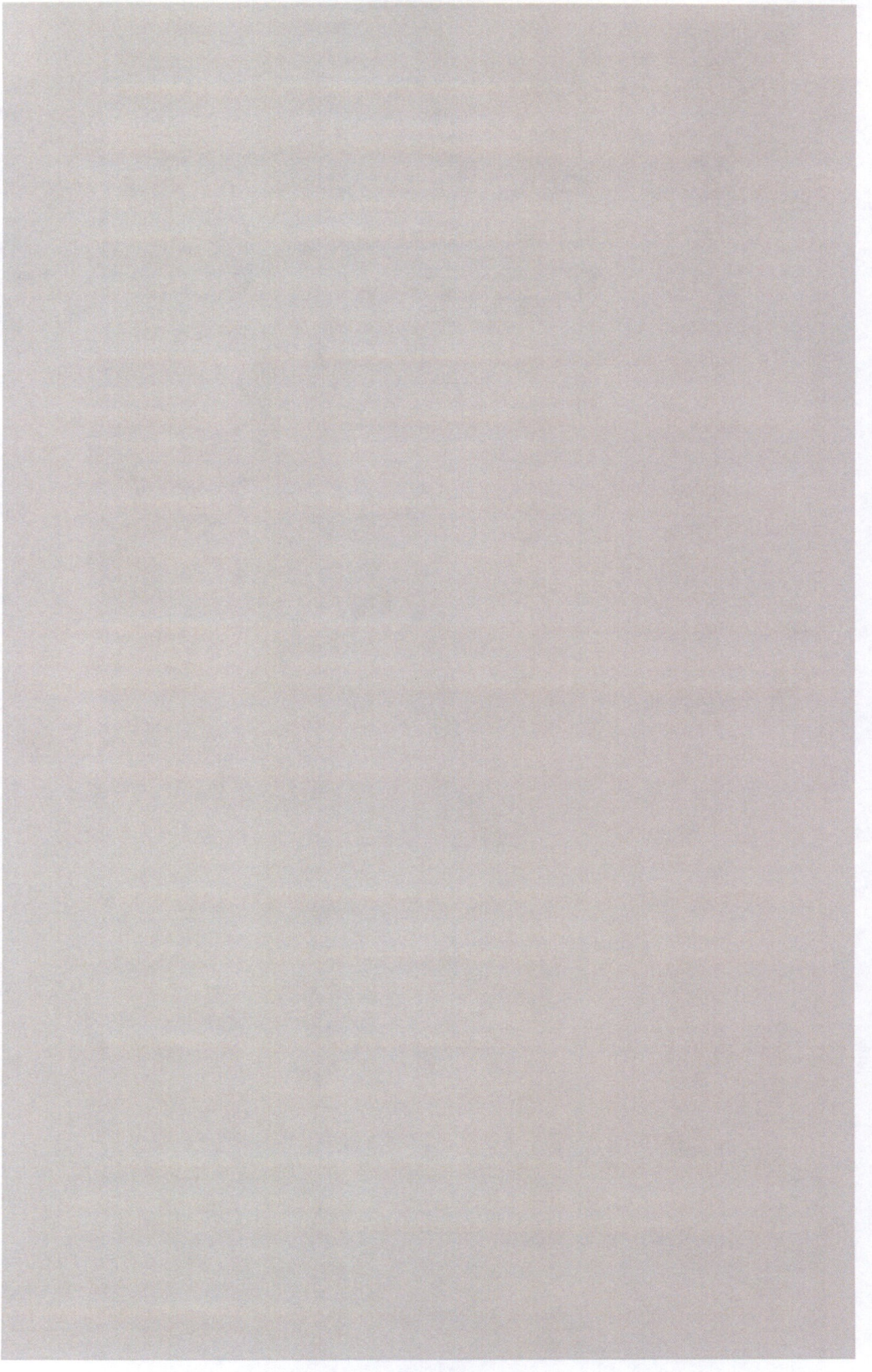
Map 1.6 - City of Auburn Designated Areas



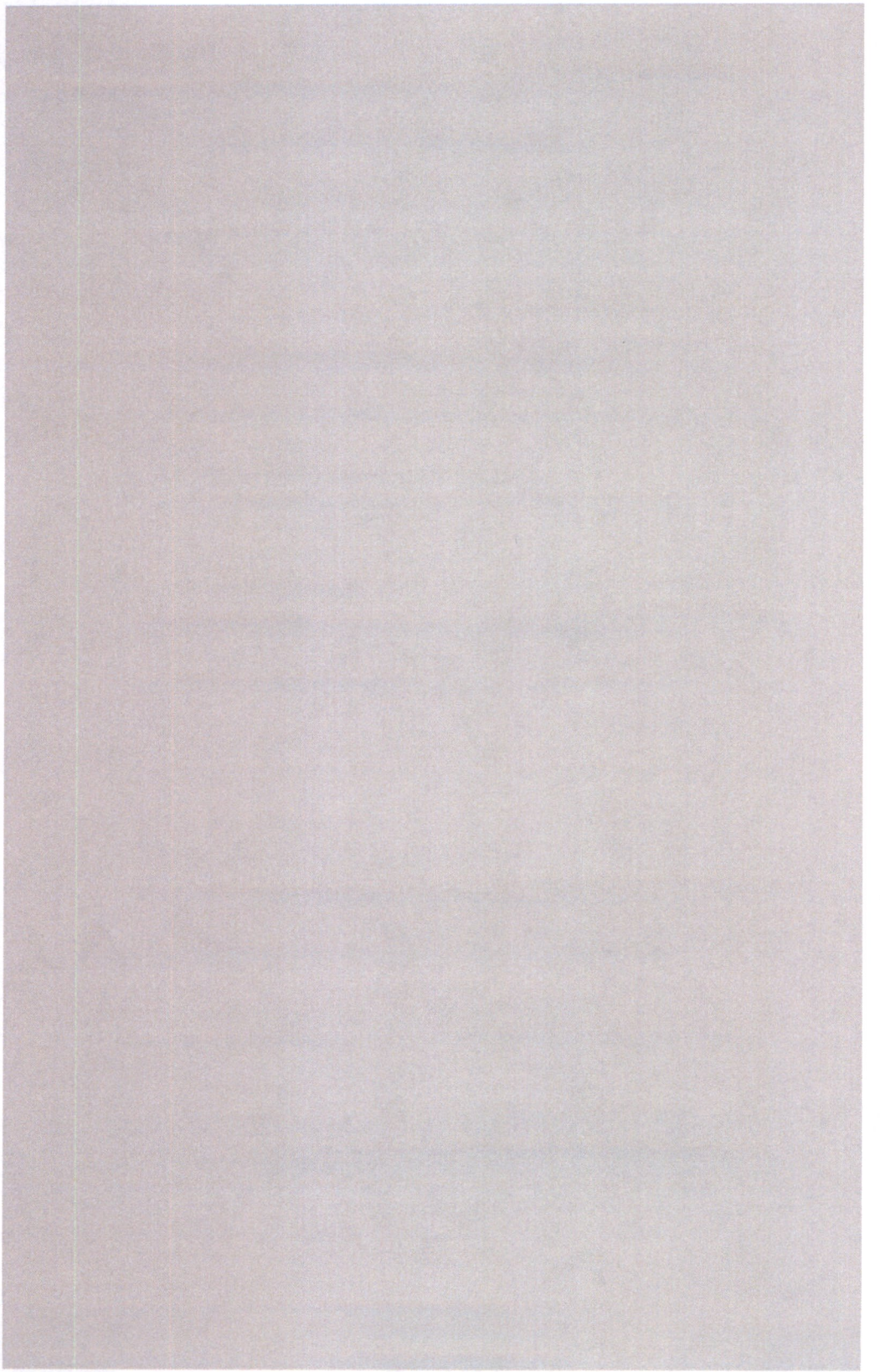
Map 1.7 - City of Auburn Adopted Areas



Map 1.8 - City of Auburn Impression Corridors



Map 1.9 - City of Auburn Gateways





DRAFT - PLANNING COMMISSION ACCEPTED VERSION

City of Auburn

Housing Element

IMAGINE AUBURN

— COMPREHENSIVE PLAN UPDATE 2024 —

CITY OF AUBURN WASHINGTON


OPEN

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DOWN
TOWN

Housing Element

Why is Housing Important to Auburn's Future?

The Housing Element can serve as a useful management tool to meet changing community needs for housing and address land use, economic development, transportation, environmental, and other concerns.

- A variety of housing choices can meet the needs of Auburn's current and future residents across all ages and affordability levels, help residents maintain and retain their homes, and promote services and amenities that improve neighborhood livability.
- Well-planned housing can support Auburn's economic goals by making it attractive and possible for residents to live near their jobs and by serving as a source of customers to support commercial districts.
- Housing in proximity to transit or mixed-use projects can help reduce the need for costly infrastructure such as roads and sewers, and reduce environmental impacts related to transportation. In addition, housing in proximity to a variety of transportation modes can increase a household's disposable income and savings by reducing household transportation costs.
- Well-designed and located housing can reduce energy and water consumption, and it can promote healthy lifestyles.

For these reasons, as well as others discussed or referenced in this Housing Element, an emphasis on encouraging Middle Housing, Mixed-Use, Transit-Oriented Development is core to planning for housing both in the near-term and by 2044.

Vision

Auburn is a place that those in our diverse community are proud to call home for a lifetime. Auburn provides opportunities for attainable housing in a variety of styles to meet the needs of all ages, abilities, cultures, and incomes. Our neighborhoods are safe and attractive, offer gathering places to meet friends and family, are connected by trails, streets, and transit, and are well kept. Our households are aware of the opportunities and services offered by governmental, educational, employment, health, and service providers that can enhance their quality of life. Volunteerism to improve our parks, schools, streets, and homes makes our neighborhoods and families stronger. Our quality housing and neighborhoods support our local economy.

Conditions and Trends

This section summarizes key findings of the Housing Needs and Characteristic Assessment (HNCA), which was updated in 2023. The HNCA provides a comprehensive picture of Auburn's housing conditions, needs, and regional context.

Analysis and data to support required analysis, policy choices, and to help illustrate the housing picture in Auburn was collected from a variety of sources. In 2021, the City of Auburn prepared and adopted a Housing Action Plan (HAP), funded by a state grant (authorized by HB 1923) for the purpose of identifying city strategies and recommendations to increase residential capacity. Findings in the HAP may vary slightly from those completed for the HNCA due to differences in horizon years. Both of these data sources, as well as others from the Washington State Department of Commerce, Puget Sound Regional Council, King and Pierce Counties, as well as other sources are referenced in the HNCA and this Housing Element. The Housing Needs and Characteristics Assessment can be found in Appendix X of the Comprehensive Plan.

The conditions and trends inform Housing Element goals and policies to address projected housing need in Auburn.

Affordability

The cost of housing in Auburn has substantially increased from 2010 to 2020. Between 2010 and 2020, the average monthly rent in Auburn increased by 49 percent ($459 per month). In this same period, the median sales price for a home increased by 88 percent ($195,550) based on 2017-2021 American Community Survey Data.

Of the approximate 15,507 renter households in Auburn, more than half (53 percent) are cost-burdened, and more than one-quarter (27 percent) are severely cost-burdened. About a quarter of households are considered unaffordable for renters and homeowners in Auburn according to state and federal affordability thresholds. While Auburn is more affordable than other cities in King County, housing is unaffordable for most households.

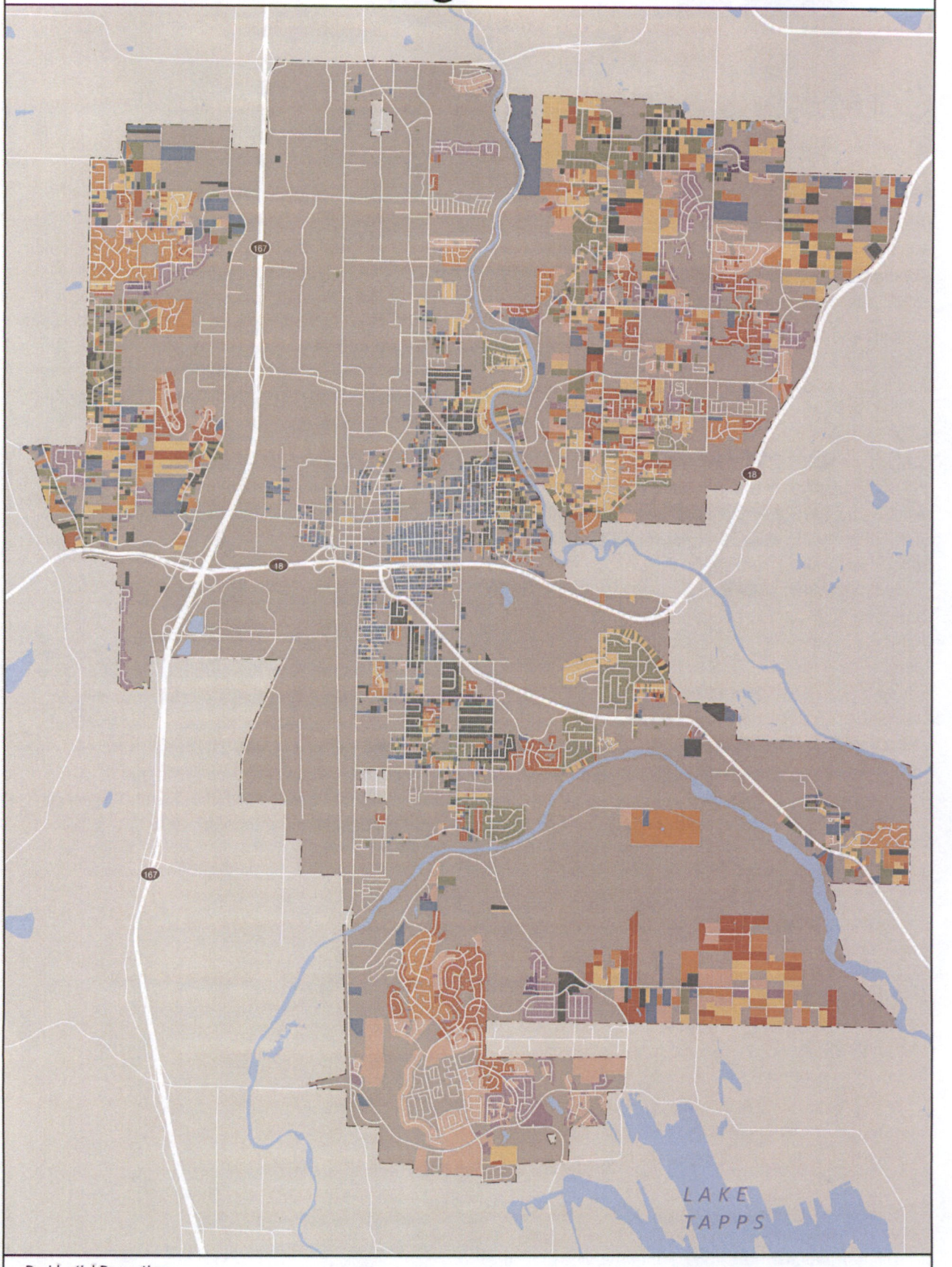
Household Size

Trends in household size indicate that Auburn will need to ensure the availability of a variety of housing types to match the needs of both small and large households. Auburn has both a larger household size (2.7) and a larger share of family households compared to King and Pierce Counties overall. Data on household composition indicates however, that 38% of the City's households are made up of single-person and two-person households without children, and Auburn also has a higher-than-average percentage (7%) of single-parent households compared to King and Pierce County (4% and 6%, respectively). Overall, 24% of Auburn households are married with children, compared to 21% in King and Pierce Counties. The types of homes needed for smaller households may be different than those needed for larger households, putting an emphasis on planning for a variety of housing types and sizes in the future.

Housing Stock

Auburn's housing stock is older than average, and much of its rental housing stock is in fair or poor condition. Though housing is affordable in Auburn, the City could lose some of its most affordable rental housing as structures approach the end of their useful lives. About half of Auburn's housing stock is 2-3-bedroom units, accounting for 56.7% of housing units.

Auburn Housing Stock - Year Built



Residential Properties:
Year Built

- < 1950
- 1951 - 1960
- 1961 - 1970
- 1971 - 1980
- 1981 - 1990
- 1991 - 2000
- 2001 - 2010
- 2011 - 2020
- 2021 - Present

0 0.25 0.5 0.75 1
MILES

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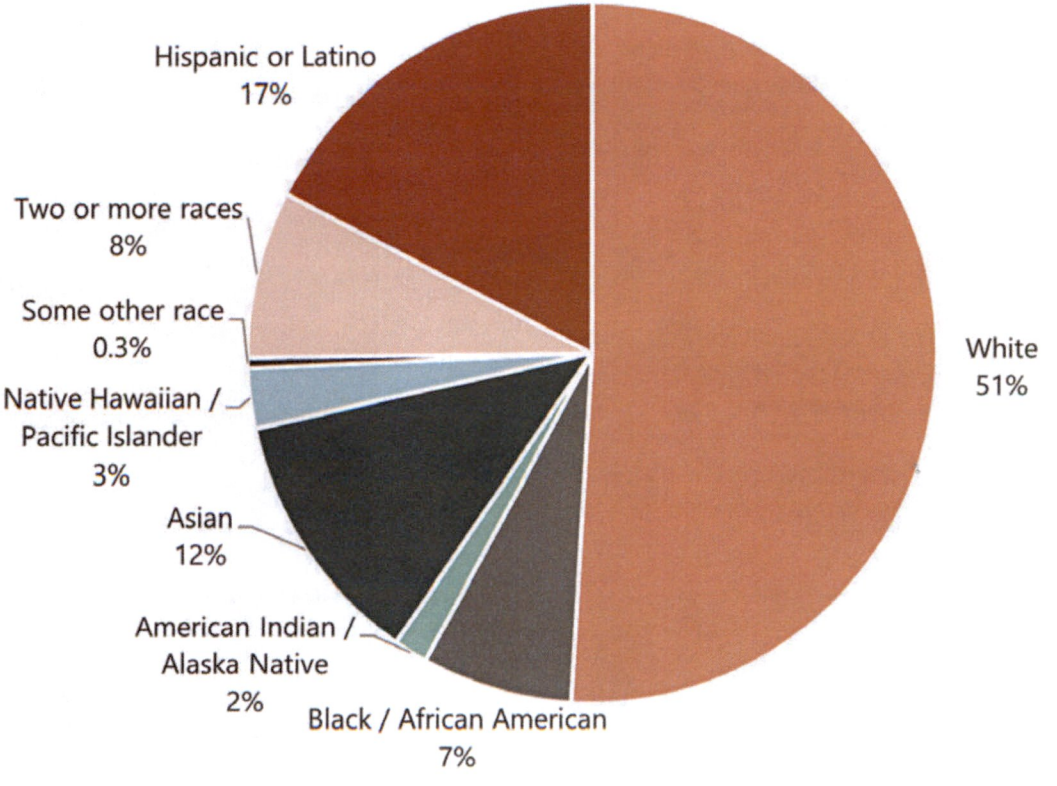
Information shown is for general reference purposes only and does not necessarily represent exact geographic or cartographic data as mapped. The City of Auburn makes no warranty as to its accuracy.

Diversity

Auburn is diverse. Approximately 25% of Auburn residents speak a language other than English. Auburn's racial and ethnic makeup is more diverse than that of King County and Washington as a whole, with 48% of residents identifying as Black, Indigenous, or People of Color (BIPOC), compared with 42% in King County and 34% statewide.

Auburn's diverse communities may have different housing, neighborhood amenities, and service needs. For example, outreach conducted with the Hispanic community has shown that most would recommend Auburn as a place to live for family and friends, and though residents wanted their children to grow up and remain in Auburn, they desired improved security and traffic calming. Outreach participants were interested in helping to improve their neighborhood and in volunteering.

Figure 2. Race and Ethnicity in Auburn (2021)



Source: 2020 ACS 5-Year Estimates, Table DP05

Trends

Overall, Auburn's housing market is characterized by strong growth in both the homeownership and multifamily rental markets. These trends are important to consider as the City works to encourage development to reach the 10,429 units needed by 2040. Key findings include the following:

- Multifamily rents in Auburn increased 47 percent from $1.14 per square foot in 2010 to $1.68 in 2020 Q3. Auburn did not see a dip in rents in 2011-2013 like many of its peer cities. In addition, thus far through 2020, multifamily rents are continuing to grow in Auburn, approaching levels in Kent and Tukwila which have started to level off.
- Auburn's rental vacancy rates are low, indicating continued demand for housing. Multifamily vacancy rates in Auburn increased by 2.7 percentage points from 8.3 percent in 2008 to 11.0 percent in 2020 Q3, spurred by the recent Copper Gate affordable apartment complex, which added 500 units to Auburn's housing market in late 2020. Although this increase in vacancy is reflected by an influx of new multifamily units that have yet to be rented, the mostly positive net absorption in the City from 2008 to 2019 indicates demand for multifamily housing is strong.
- About 60 percent of the new units developed in Auburn between 2010 and 2018 are for homeownership, while only about 40 percent are intended as rentals. These ownership trends, coupled with strong price growth, indicate strength in the market.
- Auburn has not been producing enough housing to meet its demand from household formation (net in-migration and people forming new households, such as moving out of a family home). Over the 2010-2019 time period, only 7.8 housing units (of all types and sizes) were constructed for every 10 new households that formed. This translates into housing underproduction and is a contributor to Auburn's rent and price increases.
- An additional 12,112 housing units are needed in Auburn citywide by 2044 to accommodate growth.

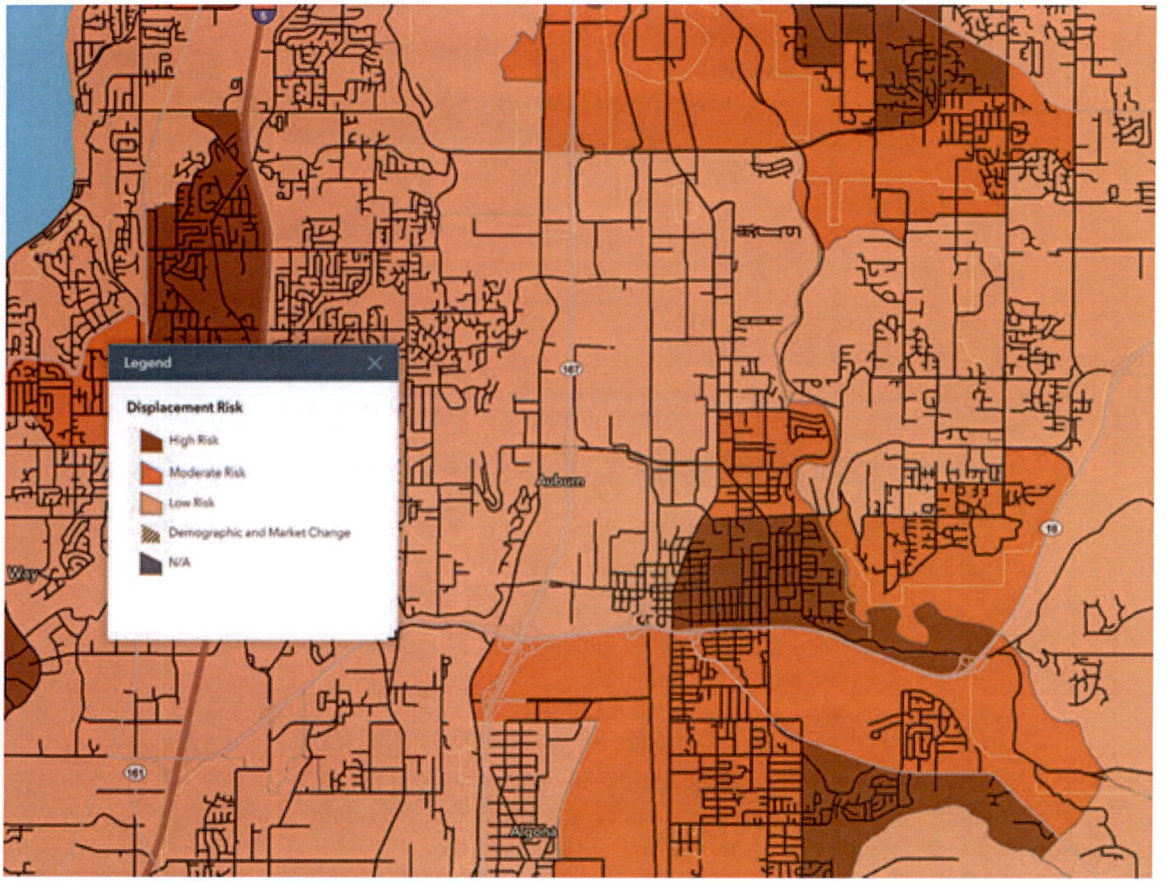
Racially Disparate Impacts

The Housing Element and Housing Needs and Characteristics Assessment (Appendix A) identifies data and strategies to undo local policies and regulations that result in racially disparate impacts. As described in Appendix A - Housing Needs and Characteristics Assessment and earlier in this Element, Racially Disparate Impacts were identified in Auburn such as potential for displacement due to the percentage of residents, especially renters, who are cost burdened and at high risk of displacement if market forces shift. Considerations for displacement are also addressed in the Land Use Element when developing future land use goals. Where appropriate, goals, policies, actions, and overall strategies have been created or revised to address these issues as a first step towards undoing racially disparate impacts. This includes refinements to goals and policies to preserve existing housing stock, create opportunities for increased capacity for the development of multi-family, mixed-use, and middle housing throughout the city to accommodate a range of affordability levels, and regional coordination to address housing issues.

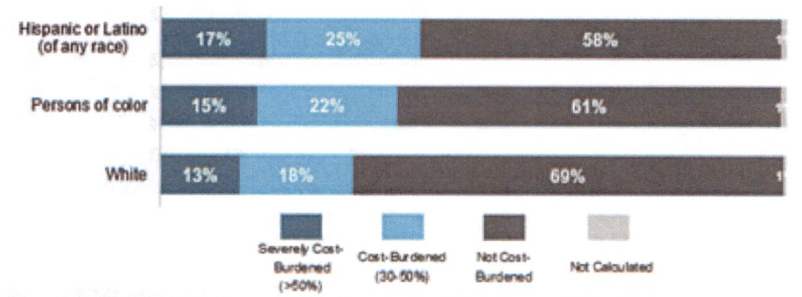
Displacement Risk

The highest displacement risk in Auburn is the few housing units located in southwest Auburn where mostly industrial and commercial is located. In particular, a mobile home park located in this block group is particularly vulnerable to displacement. Downtown Auburn is also susceptible to moderate to high displacement risk. The downtown area currently contains 426 subsidized affordable units in several developments, slightly more than a quarter of the housing units in the area. A full analysis is located in the Housing Needs and Characteristics Assessment.

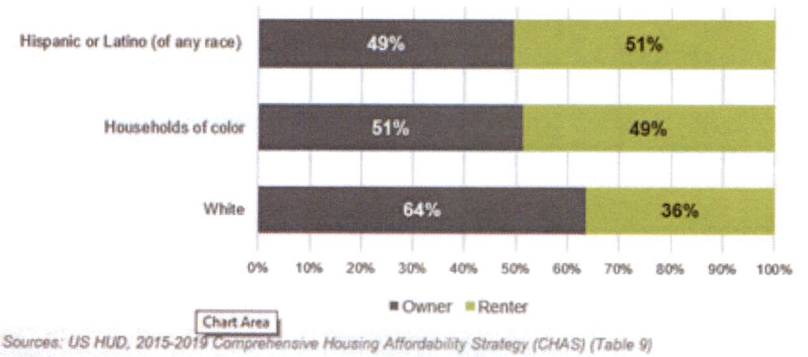
As part of an evaluation of racially disparate impacts, the city identifies housing costs and cost-burdened households as especially vulnerable to displacement. In Auburn, 42 percent of the community identifying as Hispanic or Latino (of any race) is either cost-burdened or severely cost-burdened (<50% AMI) and persons of color are 37 percent cost-burdened or severely cost-burdened, compared to 31 percent identifying as white.



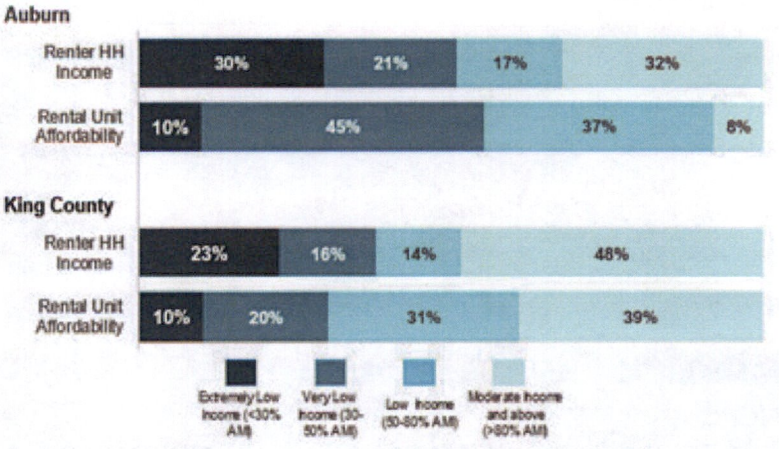
Source: Washington State Department of Commerce Displacement Risk Map



Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9)



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 8)

These communities are about 50 percent renters and 50 percent homeowners, while those identifying as white are 64 percent homeowners in Auburn. The gap in homeownership is addressed through thoughtful and effective policy including increasing affordable ownership opportunities by encouraging diverse housing stock.

Overall, the Auburn community spends a greater amount of income on rental housing costs compared to King County, with 51 percent of renters in the very low or extremely low-income bands (<50% AMI) in Auburn and 39 percent in King County. While Auburn has a naturally occurring affordable housing stock of 55 percent serving very-low and extremely-low incomes, this means there is only 11 percent additional capacity available to serve extremely-low and very low-incomes. If housing cost trends in King County continue, and Auburn housing prices in Auburn continue to rise, the amount of naturally affordable housing is expected to decrease. Again, preservation strategies and housing policies supporting a range of development types is key while encouraging housing growth.

Planning Approach

Auburn's preferred Comprehensive Plan Land Use Map sufficiently addresses housing needs for all economic segments of the Auburn community. The Comprehensive Land Use map considers adequate capacity for housing and employment targets and housing needs by income level through a Centers approach. Centers in Auburn are high-intensity and density cores characterized as primarily as mixed-use areas served by Middle Housing and commercial development. Most new housing is planned to be built in the neighborhood centers and downtown. More information on the Comprehensive Land Use Map and future land uses can be found in the Land Use Element, Chapter 1 of the Comprehensive Plan.

Housing Choices for All

Central to planning for future housing is providing a range of housing types to choose from which facilitates home ownership across a wide range of households and affordability levels. Consideration "Middle Housing" is key to increasing housing types in Auburn. Middle Housing, typically attached to one-another, provide options to increase residential density in existing residential neighborhoods and are designed at the scale and overall aesthetic of these areas. In 2023, the Washington State Legislature passed HB 1110 which requires jurisdictions to incorporate Middle Housing into Comprehensive Plans and related development regulations. This Housing Element, and updated city code, fully complies with HB 1110 requirements by allowing for townhomes, duplexes, triplexes, fourplexes, fiveplexes, sixplexes, stacked flats, cottage housing, courtyard housing in residential zones throughout the city. In addition, the City also acknowledges Accessory Dwelling Units (or ADUs) as an important piece of Middle Housing , complying with HB 1337 legislation allowing ADUs in residential zones throughout the City. Middle

Housing, in combination with Mixed-Use Development, are critical development types that enable the City to meet future housing needs and provide a variety of housing options for current and future residents.

Housing and Employment Targets

Based on legislative changes, communities must plan for housing and employment targets allocated by Countywide Planning Policies (CPP). These growth targets are consistent with PSRC Vision 2025 requirements and originate at the state level. King County CPP, and the related 2021 King County Urban Growth Capacity Report, identifies targets of 12,000 net new residential units and 19,520 net new jobs between 2019-2044. Pierce County CPP identifies 112 net new residential units and 0 net new jobs targets by 2044. The Comprehensive Plan Land Use and Zoning Maps and policies adopted in the Comprehensive Plan demonstrate adequate capacity and strategies in order to accommodate these housing and employment targets.



Middle Housing: Example of a Duplex from Auburn Housing Action Plan Implementation project, 2023

Housing Need by Income Level

The Housing Needs and Characteristics Assessment projects housing need by income level using Area Median Income (AMI) bands. This assessment, as required by the Department of Commerce in coordination with counties, identifies the number of units necessary to serve varying AMI levels and for Emergency Housing. These figures were provided by both King and Pierce Counties using their own methodologies. The full methodology for the projections is provided in the assessment. As shown in Table 1, Auburn has a need for housing primarily at the 80% or greater AMI and for less than 30% AMI. Policies in this Element describe how Auburn plans to address these housing needs.

Table 1. Housing Need by County

County		Total	0-30%		>30% to 50%	>50% to 80%	>80% to 100%	>100% to 120%	>120%	Net New Emergency Housing Needs
			Non PSH	PSH						
King	Supply (2019)	28,049	1,076	237	8,029	8,075	4,427	3,302	2,903	58
	Net New Need (2044)	12,000	1,543	812	309	616	1,146	1,299	6,275	2,293
Pierce	Supply (2019)	3,963	0	33	134	493	1,141	680	1,482	8
	Net New Need (2044)	112	14	20	21	16	7	6	27	7
Total	Net New Need (2044)	12,112	1,557	892	330	632	1,153	1,235	6,302	2,300

Source: King County Ordinance 19660, Countywide Planning Policies; Pierce County Ordinance 2023-22s, Countywide Planning PoliciesThe overall housing need by 2044 in Auburn is 9,722 additional permanent units between 30% and greater than 125% AMI range, and 2,300 additional temporary/emergency housing beds totaling 12,112 new housing units.

Barriers that limit the development of affordable housing, including emergency housing, such as allowing appropriate housing types to serve various income levels, permitting a range of development serving all income levels in various zones, and development-related bonsues related to inclusion of affordable housing are included in this Element and in Auburn City Code. The Housing Needs by Average Median Income (AMI) analysis discussed in the next section describes how the city is ensuring adequate zoned capacity and development types to accommodate a range of affordable housing.

Supportive and Emergency Housing

Supportive housing is defined by Washington State in RCW 35.70A.30 as either Permanent Supportive Housing (PSH) or Non-Permanent Supportive Housing(non-PSH). Households earning below 30% of the AMI are considered extremely low income and severely cost-burdened. In Auburn by 2044 the city needs an additional 2,389 supportive housing units for households earning below 30% AMI.

Permanent supportive housing includes supportive services such as health care and housing assistance. Auburn needs 812 additional permanent supportive housing units by 2044 in King County (King County CPPs) and another 20 in Pierce County (Pierce County CPPs).

Non-permanent supportive housing is to provide temporary or transitional shelter and supportive services to those struggling to stay housed. Auburn needs 1,543 additional non-permanent supportive housing units by 2044 in King County (King County CPPs) and 14 in Pierce County (Pierce County CPPs). Auburn also has a severe shortage of emergency housing beds compared to the projected need in 2044. As of 2020, there are 66 emergency/temporary housing beds citywide and 2,300 are needed by 2044 (King and Pierce CPPs). An additional 115 beds a year will need to be built between 2024-2044.

Housing Needs by AMI Capacity Analysis

Table 2. Housing Capacity by Income Level

Income Level (% AMI)	Zone Categories Servicing these Needs	Housing Needs	Capacity prior to Zoning Adjustment	Post-Rezone Capacity	Capacity surplus or deficit
King County					
0-30% PSH	High Density-Mixed Use	2,389	566	3,004	615
0-30% Other					
>30-50%	High-Density, ADU	962	1,532	4,823	3,861
>50-80%					
>80-100%	Moderate Density, ADU	2,458	5,058	35,889	33,431
>100-120%					
>120%	Low-Density	6,303	348	1,846	(4,457)
Pierce County					
>80-100%	Moderate Density, ADU	112	100	509	397
Aggregated Total	-	**12,112**	**7,504**	**46,070**	**33,958**

In addition to meeting the residential and employment capacity targets through zoning and policy decisions, the city meets the aggregate King and Pierce County housing needs for income level groups. The only exception is the >120% Average Median Income (AMI) category, which includes primarily low-density housing. However, this AMI category is not required to be met under HB 1220 requirements as high-income earners are represented in this group and can also purchase moderate density housing options as well.

In Pierce County, the City's primary residential zone is R-2 Residential Low which for purposes of this capacity analysis aligns with the 80-120% AMI range. This zone can adequately accommodate the total housing need of 112, however AMI below 80% is not accounted for in this analysis. As indicated earlier, the housing target for the Pierce County portion of Auburn is only 112 housing units and as a result the city does not intend to rezone small areas of land in order to satisfy AMI requirements since actual development is unpredictable. The R-2 Residential Low zone can accommodate middle housing, single unit detached housing, and ADUs that can realistically serve a range of incomes, and the city will continue to provide flexibility in the development types allowed in this part of the city to best accommodate the full range of AMI levels.

An estimated 1,852 new Accessory Dwelling Units (ADUs) are accounted for prior to rezoning, as these developments are currently allowed in various zones are expected to occur naturally over the next 20-years. In total, 10% of new ADUs are planned for in the 50-80% AMI range, 80% in the 80-120% AMI range, and 10% in the greater than 120% AMI range. The high-density and moderate-density land uses where ADUs are primarily expected are found in throughout the city.

Housing Capacity in Future Land Use

Total Housing Capacity

Residential capacity by zone is based primarily on the assumptions outlined Buildable Lands Report process in 2021, updates to reflect changes to zoning and density assumptions since that time. Downtown Urban Center mixed-use development assumes a distribution of 75% residential and 25% commercial, whereas the R-NM Neighborhood Mixed Use assumes a 50-50% split for mixed uses both vertically and horizontally. The residential capacity estimates accommodating 46,070 housing units at max buildable capacity and 33,655 net new housing units, exceeding the 12,112 net new housing unit target. This increase is due largely to Middle Housing policies consistent with HB 1110 which allow for Middle Housing in all residentially zoned areas. The R2 – Residential Low zone is found widely throughout the city.

Table 3. Residential Capacity by Zone

Residential & Mixed-Use Zoning Districts	Zone category	Developable Acres	Net zoning changes (acres)	Assumed Density - DU/Acres	Residential Capacity (units)	Net New (Units)
King County						
Residential Conservancy (RC)	Low Density	745	0	1	745	-
R-1 Residential	Low Density	275	0	4	1,101	-
R2 – Residential Low	Moderate Density	294	1158	25	35,799	28,441
R3 – Residential Moderate	Moderate Density	0	22	30	660	660
R4 – Residential High	High Density	79	-1	50	3,890	-50
Neighborhood Mixed-Use (R-NM)	High Density Mixed-Use	0	89	30	2,670	2,670
Manufacture Home/ Community (R-MHC)	Low Density	27	0	10	273	
DUC Downtown Urban Center - 125	High Density Mixed-Use	0	5	100	125	500
DUC Downtown Urban Center - 75	High Density Mixed-Use	0	5	95	119	475
DUC Downtown Urban Center - 55	High Density Mixed-Use	0	4	90	90	360
Total		**1,420**	**1,285**	-	**45,561**	**33,146**
DUC Neighborhood Residential	High Density Mixed-Use	0	3	30	90	
Pierce County						
R2 – Residential Low	Moderate Density	20	20	25	509	509
Total		**20**	**20**	-	**509**	**509**
				Total New (2044) Housing Capacity	**46,070**	**33,655**



Goals and Policies

Goal 1: Healthy Homes and Neighborhoods

H-1. Recognize the important role of public improvements, facilities, and programs in providing a healthy home environment within the community.

H-2. Through integrated planning for land use, parks and recreation, transportation, housing, and jobs, support active living and healthy eating opportunities.

H-3. Promote safe and connected neighborhoods.

A. Continue to implement crime prevention programs such as neighborhood block watches.

B. Through the land use and building permit process, implement principles of crime prevention through environmental design.

C. Promote community volunteerism to increase the well-being and safety of residents.

D. Invest in transportation improvements that will create safe neighborhoods for walking, biking, and connecting to transit.

H-4. Promote housing that meets the needs of Auburn's workforce, is located near and designed to take advantage of affordable multimodal transportation options and contributes to a regional jobs–housing balance.

H-5. Improve streetscapes in developed neighborhoods. Continue to repair and/ or replace deteriorated sidewalks and remove barriers to pedestrian traffic.

H-6. Seek and provide assistance for the reduction of lead-based paint hazards and measures to remove mold, improve energy conservation and provide for healthy indoor air quality.

H-7. Promote the City's neighborhood program. Connect residents to volunteer activities.

H-8. When evaluating proposed developments, apply site and building design standards, require quality streetscape, landscape, on-site recreational and open space, and low-impact development measures that will improve community character and environmental quality.

H-9. As neighborhoods change, work to eliminate the displacement of those who are under-served or under-represented.

H-10. Promote housing stability for the most vulnerable residents.

How can Auburn plan for Active Living and Healthy Eating?

- Provide for a complete community with a variety of work, shopping, recreation, health and education, and home environments.
- Implement a connected nonmotorized trail and park system with neighborhood gathering spaces. Work with transit providers to connect neighborhoods to commercial and social services.
- Facilitate access to regional transportation and job centers in and near Auburn.
- Support art projects and cultural events to provide opportunities to build a sense of community investment, improve aesthetics, bring people together cross-culturally, and involve neighborhood youth. Support community gardens to improve access to healthy food and to build community relationships.

Goal 2: Support Housing Growth

H-11. Provide a land use plan and zoning that offers opportunities to achieve a variety of housing styles and densities for private and nonprofit housing providers.

H-12. Support development of a variety of housing choices by allowing Middle Housing types in residential zones including townhomes, duplexes, triplexes, fourplexes, fiveplexes, sixplexes, cottage housing, courtyard apartments, and accessory dwelling units.

H-13. Provide dense housing choices downtown and other areas identified in the Comprehensive Plan where infrastructure is more available or can be improved with regional and local funds.

H-14. Encourage residential development downtown, particularly housing that is integrated with commercial

development.

H-15. Allow accessory dwelling units as an affordable housing strategy and Middle Housing option.

H-16. Promote greater opportunities for home ownership for all incomes and ethnicities in the community through development of middle housing options and fee-simple development.

H-17. Implement incentives for developing underutilized parcels into new uses that allow them to function as pedestrian-oriented mixed-use neighborhoods. Existing uses that are complementary, economical, and physically viable shall integrate into the form and function of the neighborhood.

H-18. Use innovative zoning provisions to encourage infill development of underutilized parcels in zones that have been identified in the Comprehensive Plan as areas where infill residential development should be encouraged. Certain development requirements for infill development may be relaxed, while requiring adherence to specific design requirements to ensure compatibility with the character of nearby existing residential structures.

H-19. Allow appropriately designed manufactured housing within Neighborhood Residential areas, consistent with state law.

H-20. Allow manufactured housing parks, transitional housing, supportive housing, and multiplex housing in appropriately zoned areas.

H-21. Adopt incentives, strategies, actions and regulations to create and sustain neighborhoods that provide equitable access to parks and open space, safe pedestrian and bicycle networks, clean air, soil and water, healthy foods, high-quality education, affordable and high-quality transit options and jobs.

H-22. Prioritize affordable housing when surplusing publicly owned land or property to provide opportunities for increased affordable housing.

Goal 3: Maintenance and Preservation

H-23. Conserve Auburn's existing housing stock because it is the most affordable form of housing.

H-24. Inventory and map dilapidated properties.

H-25. Organize, educate and assist property managers and owners in the creation and preservation of safe neighborhoods.

A. Offer an owner–landlord training program to better market, manage and maintain residential rental property.

B. Encourage retention of professional management assistance.

C. Recognize and publicize well-maintained apartment properties, such as by awarding a "multifamily property of the year."

D. Advise landlords with problem buildings about the benefits of donating their property or selling it below market cost to a specially designated nonprofit organization.

H-26. Promote housing improvements by property owners and building managers. Seek available assistance for housing rehabilitation. Assistance will include the development of residential infrastructure and the rehabilitation of individual properties.

A. Find public and private sources of capital and offer low-interest loans for rehabilitation.

B. Continue to participate in the Emergency Home Repair Program and consider partnering with nongovernmental organizations to maximize funds.

C. Encourage green lending for improved energy conservation, indoor air quality, and other measures.

D. Help identify professional volunteers at educational or professional associations to plan redesign or architectural upgrades of the properties.

E. Support additional healthy housing and preservation strategies, such as property tax exemptions to preserve affordable housing opportunities and utilizing community health workers to offer property owners and residents the education and resources needed to maintain housing.

H-27. Evaluate and update codes applicable to housing and provide effective and appropriate enforcement.

A. Enforce city ordinances regarding abandoned properties.

B. Consider a multifamily inspection program.

C. Consider public identification of landlords who are found to be out of compliance for extended time periods and unwilling to take steps to ameliorate substandard conditions.

D. Consider a landlord compliance program where code enforcement penalties can be reduced if attending landlord training programs.

E. Work with park owners, managers, and park tenants to develop policies and regulations to preserve manufactured home parks and the affordable housing they offer.

F. Consider an Auburn Housing Authority.

H-28. Ensure that rental housing units comply with life and fire safety standards and provide a safe place for tenants to live, including renters with disabilities.

H-29. Promote the maintenance, energy efficiency, and weatherization of existing affordable housing stock.

Goal 4: Housing Attainability and Affordability

H-30. Promote affordable housing that meets changing demographic needs.

H-31. Promote housing stability for the most vulnerable residents.

H-32. Work in partnership with King and Pierce Counties and other cities to address countywide needs for affordable housing to households with moderate, low, very low, and extremely low incomes, including those with special needs and our veterans.

A. The King County need for housing, countywide, by percentage of area median income is:

   i. 80%-120% of AMI (moderate) – 26% of total housing need

   ii. 50%–80% of AMI (low) – 14% of total housing need

   iii. 30%–50% of AMI (very low) – 11% of total housing need

   iv. 30% and below AMI (extremely low) – 13% of total housing need

B. Address the King County need for housing affordable to households at less than 30% AMI (extremely low income) and for moderate and market rate income (greater than 80% AMI) in Auburn, through all jurisdictions working individually and collectively.

C. The Pierce County need for housing, countywide, by percentage of area median income is less than 1% for all AMI groups because the target is 112.

D. Focus Auburn's efforts toward the countywide and community need for low- and moderate-income housing on preserving existing affordable housing with robust maintenance and repair programs, minimizing displacement impacts, and ensuring long-term affordability of existing housing.

E. Act as a County leader in the exploration and implementation of new funding mechanisms and strategies to develop housing affordable at 30% AMI and below across King County and throughout South King County.

H-33. Encourage and assist in the renovation of surplus public and commercial buildings and land into affordable housing. Additionally, explore opportunities to dedicate revenues from sales of publicly owned properties, including tax title sales, to affordable housing projects.

H-34. Seek, encourage, and assist nonprofit organizations in acquiring depreciated apartment units for the purpose of maintaining and ensuring their long-term affordability.

H-35. Review and streamline development standards and regulations to advance their public benefit, provide flexibility, and minimize additional costs to housing.

H-36. Promote compliance with federal and state fair housing laws. Support fair housing opportunities for all regardless race, color, national origin, religion, sex, familial status, or disability.

H-37. Explore the use of density bonuses, parking reductions, multifamily tax exemptions (MFTE), fee waivers and exemptions, and permit expediting to encourage the development of housing affordable at below-market rate.

H-38. Where practical, ensure that housing created

or preserved using local public resources or by regulation benefits low-income households and retains its affordability over time.

H-39. Partner with Affordable Housing Providers – partner with local affordable housing providers and services who have additional knowledge and resources that are not available to the city.

H-40. Support existing programs that provide emergency rental assistance for families facing homelessness due to temporary economic hardship.

H-41. Engage with communities disproportionately impacted by housing challenges in developing, implementing and monitoring policies that reduce and undo harm to these communities. Prioritize the needs and solutions expressed by these disproportionately impacted communities for implementation.

H-42. Support the long-term preservation of income-restricted affordable housing with expiring affordability covenants through acquisition by acting as a facilitator between affordable housing groups interested in purchasing the property and property owners.

H-43. Explore opportunities to implement a Community Preference policy or a first right to return policy that prioritizes members of the community in new affordable housing developments.

Goal 5: Supportive Services

H-44. Encourage and support human and health service organizations that offer programs and facilities for people with special needs. Support programs in particular that help people to remain within the community, including those that are veterans, disabled, seniors, single-parent households, and the homeless.

H-45. Assist low-income people, who are displaced as a result of redevelopment, find affordable housing in accordance with state and federal laws and regulations.

H-46. Develop strategies that seek to preserve naturally occurring affordable housing at-risk of redevelopment and/or in deteriorating physical condition.

H-47. Continue to ensure that funding becomes available to support youth, veterans, and social services in Auburn.

H-48. Support seniors who wish to age in place in their homes, such as with home rehabilitation services, adult day health and Senior Center activities.

H-49. Provide opportunities for transitional housing assisted living and retirement communities.

H-50. Promote universal design principles to ensure housing is designed to be compatible with surrounding neighborhoods.

H-51. usable by all people regardless of age or abilities.

H-52. Provide empowering training for residents who want to participate in civic activities and who would like to improve their knowledge and skills around community leadership.

H-53. Provide information in multiple languages to Auburn's diverse communities regarding services offered by local and regional governmental, educational, employment, health, and other providers to improve residents' quality of life and to promote resident engagement and household economic independence.

H-54. Offer financial and homebuyer education to encourage household saving and budgeting to consider home ownership.

H-55. Provide information and resources that educate and guide low-income persons toward affordable housing opportunities. Develop materials in multiple languages.

H-56. Review proposals to site facilities providing new or expanded human services within the City to determine their potential impacts and whether they meet the needs of the Auburn community. Important caveats in the City's consideration will include the following:

A. While Auburn will willingly accept its regional share of facilities that provide residential services, or influence residential location decisions, Auburn will expect other communities to accept their share as well.

B. The funding of human service centers sited in Auburn that serve an area larger than Auburn would rely on an equitable regional source of funding.

C. The siting of all facilities shall be based on sound land use planning principles and should establish working relationships with affected neighborhoods.

Goal 6: Implementation and Monitoring

H-57. Partner with South King County jurisdictions in ongoing efforts to coordinate the human, educational, and housing needs of our diverse cultural communities, such as through the Road Map Project, interjurisdictional housing and human services forums, and other efforts.

H-58. Pursue partnerships with non-profits, housing authorities, SKHHP, and other organizations to preserve existing unregulated and naturally occurring affordable housing including through acquisition.

H-59. Work with other jurisdictions and health and social service organizations to implement a coordinated, regional approach to homelessness.

H-60. Support national, state and especially regional efforts to address the housing and human service needs of the region and the City.

H-61. Explore all available federal, state and local programs and private options for financing affordable housing, removing or reducing risk factors, and preserving safe neighborhoods.

H-62. Work in partnership with public and private housing providers, businesses, and other agencies in the provision of housing assistance to Auburn residents and business employees.

H-63. Support nonprofit organizations during all stages of siting and project planning and when applying for county, state, and federal funding.

H-64. Through the building permit process, inventory and track affordable housing opportunities within Auburn. Distribute affordable housing information to nonprofit agencies serving the homeless and low-income people.

H-65. Monitor housing supply, affordability, and diversity in Auburn and its contribution to the countywide and regional housing need.

H-66. Explore options to identify and monitor unregulated affordable housing for the purpose of long-term preservation particularly in urban centers, near transit, and/or where most redevelopment pressure is anticipated.

H-67. Review and amend, a minimum every 5 years, local housing policies and strategies.



H-68. Consider opportunities to evaluate potential displacement risk for naturally occurring affordable housing and vulnerable communities, especially those with historical and cultural ties to the community in daily work, and mitigate or review actions that significantly increase this risk.

Housing Objectives and Implementation

The City has developed housing objective implementation strategies addressing housing diversity, condition, attainability, and programs to serve special needs. The City will monitor the objectives over time.

Figure 3. Housing Objectives and Tools

Outcomes	Indicators	Example Tools
Improve housing quality	Increased quality of rental housing	• Housing rehabilitation and repair loans • Loans for energy conservation and healthy indoor air quality • City-sponsored and nonprofit property manager programs • Housing inspection program Code enforcement • Community volunteer program
Meet demand for new housing units	Land capacity to meet or exceed housing target	• Land use plan and zoning • Variety of housing options
Promote housing ownership	Maintain or increase homeownership rates	• Accessory dwelling units • Middle Housing • Unit-Lot Subdivision
Allow for a variety of housing types to meet size, age, and cultural trends	Increased numbers of middle housing units and apartment units with neighborhood recreation and service amenities Retention of housing stock with larger units	• Middle Housing on small and infill lots • Accessory dwelling units • Mixed-use zoning • Incentivize infill development
Increase opportunities for housing to extremely-low, very-low, low-, and moderate-income households	Increased numbers of ownership dwellings available to moderate incomes Increased mixed-use development for all incomes Increased preservation and improvement of rental housing with long-term affordability commitments	• Accessory dwelling units Downtown and Growth Center incentives for apartment and mixed-use • Infill incentives • Permit and impact fee waivers • See also "improve housing quality" above • Expansion of MFTE program outside of Downtown
Improved opportunities for special needs housing and services	Greater match of housing to special needs including housing for all ages and abilities as well as the homeless	• Community services programs • Partnerships with nonprofit housing providers and nongovernmental organizations
Monitor housing supply, affordability, and diversity	Address achievement of indicators above	• Monitor in conjunction with regular and annual Comprehensive Plan updates and new countywide planning policy housing targets



DRAFT - PLANNING COMMISSION ACCEPTED VERSION

City of Auburn

Economic Developement Element

IMAGINE AUBURN

— COMPREHENSIVE PLAN UPDATE 2024 —

CITY OF AUBURN WASHINGTON


Good Food
COCKTAILS
Rainbow Cafe
Lounge &
Parking in Rear
Banquet Room
253-833-1880

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Economic Development Element

Introduction

Economic development is a crucial aspect of the City of Auburn's overall well-being and quality of life. A strong and diverse economy provides opportunities for residents through job creation, business growth and a robust tax base that funds essential services such as police, streets, and parks.

The Economic Development Element of the Comprehensive Plan serves as a guide to attract, retain and grow businesses in the city, expand economic opportunity for everyone, ensure that economic expansion is carried out in a sustainable fashion, and drive regional economic growth. It recognizes that economic development is not a standalone endeavor but is closely linked to other key elements of the plan, including land use, infrastructure, transportation, housing, and sustainable resource management.

The Economic Development Element is designed to establish policies and strategies that promotes the implementation of Auburn's vision for a strong, inclusive, and diverse local and regional economy. The Economic Development Element therefore provides a comprehensive overview of Auburn's economy, sets policy direction for economic growth, and identifies strategies, programs, and projects to improve the local and regional economy.

Vision

The City of Auburn is a diverse and inclusive economy that promotes prosperity for all members of the community. New business and industry desire to locate in Auburn and existing businesses are able to grow and prosper. The economic landscape is welcoming to large and small businesses as well as an array of different industry sectors. Economic growth is carried out in a climate friendly manner that effectively weathers economic volatility. A pathway to success exists for all residents and business owners regardless of their background or socioeconomic status.

Planning Framework

Vision for 2044

To achieve this vision, the city will focus on strategic partnerships, targeted investments, and inclusive policies and programs. In 2044, Auburn will be a city where people want to start their careers, raise their families, and enjoy all that life has to offer. It will be a place where businesses want to locate and visitors want to spend time.

Our vision for the future is one in which Auburn is a model of sustainable living, where residents, business owners, and workers enjoy a high quality of life while also reducing their impact on the planet. We are working to create an efficient economy that minimizes waste and maximizes resource efficiency.

Conditions and Trends

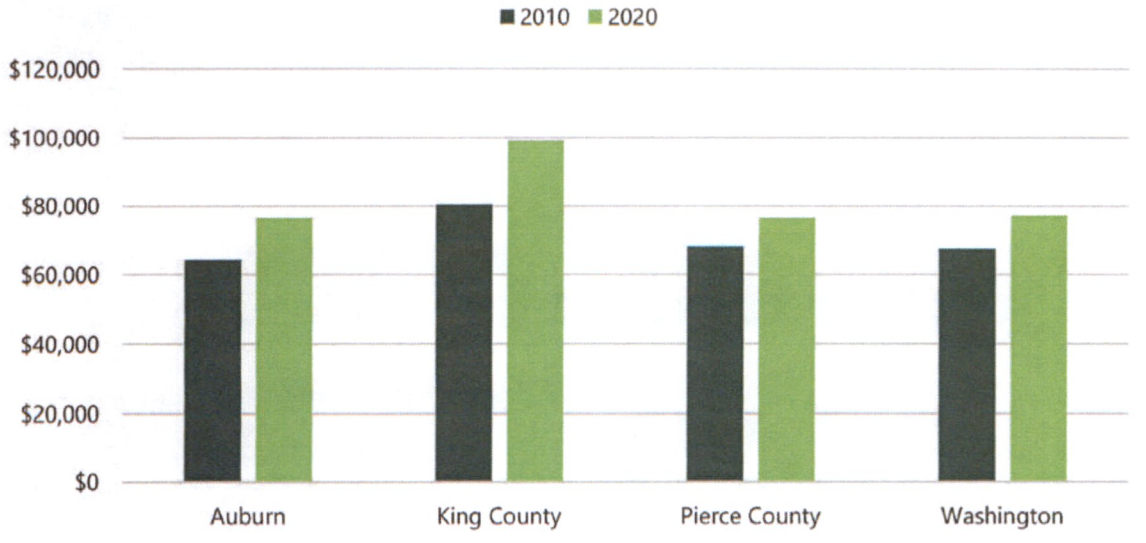
Auburn Profile

Auburn is a vibrant and growing city located in the Pacific Northwest region, situated about 15 miles north of Tacoma and 20 miles south of Seattle and is part of the greater Seattle metropolitan area. Most of the city is in King County, with a small portion extending into Pierce County. Auburn is currently ranked as the 14th largest city in Washington State and shares its borders with Federal Way, Kent, Pacific, Algona, Sumner and unincorporated King County. The Muckleshoot Indian Reservation lies partly within and partly adjacent to the City. Auburn is known for its natural beauty, strong economy, and diverse community, offering residents and visitors a high quality of life and a sense of belonging. The city boasts a thriving business community, top rated schools, and ample recreational opportunities, including access to the Green River, White River and the Cascade Mountains. Auburn also has a rich history and cultural diversity reflected in its many festivals, events, and community organizations. Auburn is a city that is constantly evolving and improving, yet always maintains its small-town charm and is a place where people come to start their careers, raise their families, and enjoy all that life has to offer.

Household and Income Characteristics

In 2020, Auburn was estimated to have 29,220 households, an increase of 12% since 2010. The average household size was 2.75, larger than the King County average of 2.43. This is likely due to the larger share of family households in Auburn, at 68%, compared with 59% in King County, and a smaller share of householders living alone. This reflects Auburn's suburban development patterns compared with some of the denser urban areas in Seattle and its closer-in suburbs. About 60% of Auburn's households are homeowners and 40% are renters, a slightly lower share of homeowners than Washington as a whole, but higher than the King County average.

Figure 1 - Inflation-Adjusted Median Household Income in Auburn with Regional Comparison (2020)

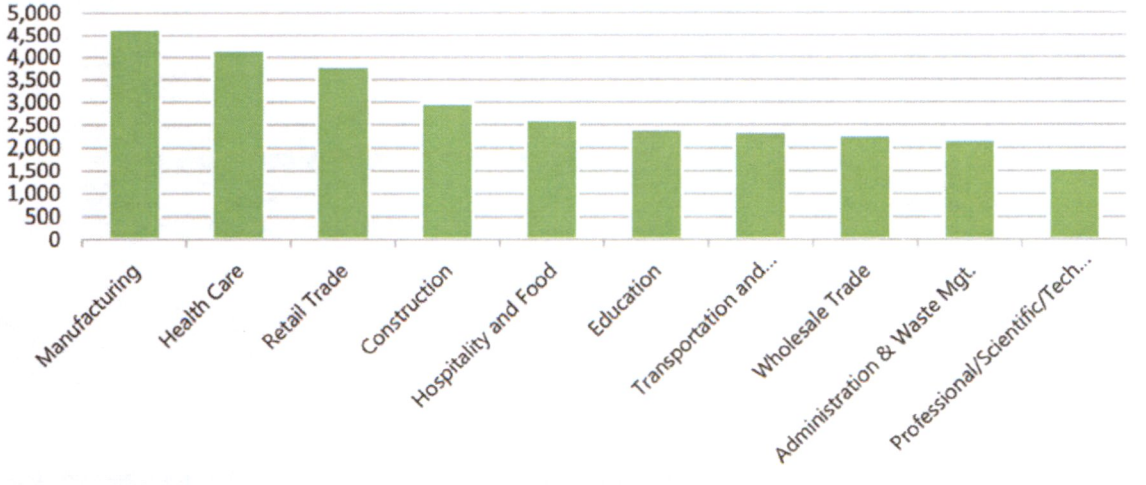


Source: 2020 ACS 5-Year Estimates, Table S2503, CPI Inflation Index

Auburn's median household income was $76,410 in 2020, an increase of 19% from $64,443 in 2010 (adjusted for inflation). As shown in Figure 1, Auburn's incomes are on par with statewide and Pierce County averages but lag behind the higher incomes of King County households primarily as a result of Seattle and Eastside residents. Rental households in Auburn earn significantly less than ownership households – the average renter household earns $54,396 compared with $98,153 for ownership households. Auburn's BIPOC households are more likely to be renters. Around 46% of renters are non-white residents, compared to 33% of homeowners. These types of intersections of income, race, access to housing and wealth-building are important considerations when planning to accommodate the needs of all Auburn residents.

Resident Labor Force and Employment Characteristics

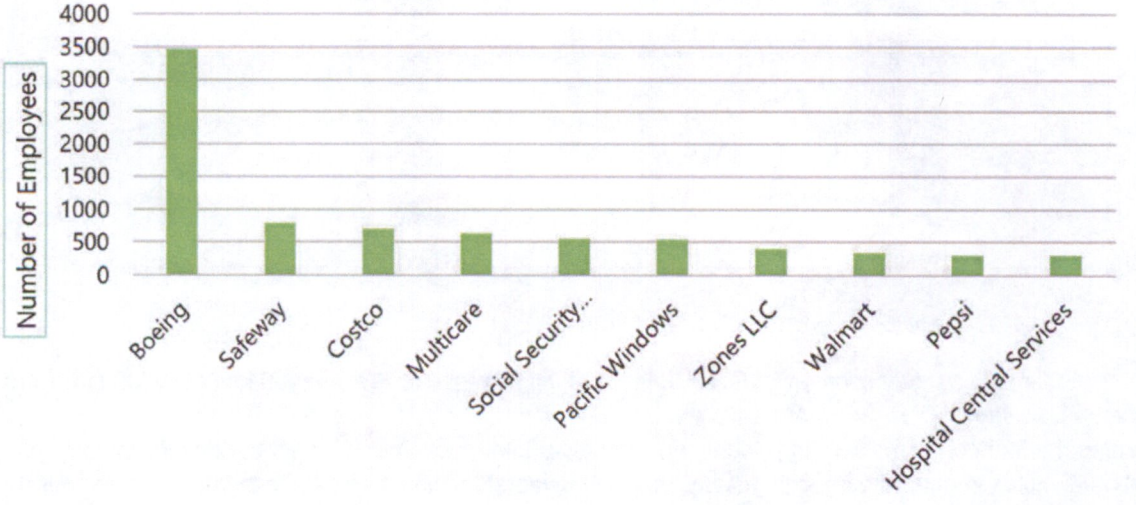
Figure 2 - Auburn Workforce Top Industry Sectors (2019)



Source: US Census On The Map

The top ten industry sectors in which Auburn residents were employed in 2019 is shown in Figure 2. Auburn has traditionally been a blue-collar community since its initial early 20th century population boom stemming from the construction of a railroad freight terminal. Despite a decrease in manufacturing employment in the 1990s and early 2000s, 13% of Auburn residents were currently employed in the industry in 2019. Since the recession of 2008, the number of Auburn residents employed in health care, retail, and construction have increased substantially and the overall diversity of jobs worked by Auburn residents has increased, reflecting the rapidly increasing population and shifts in demographics discussed previously.

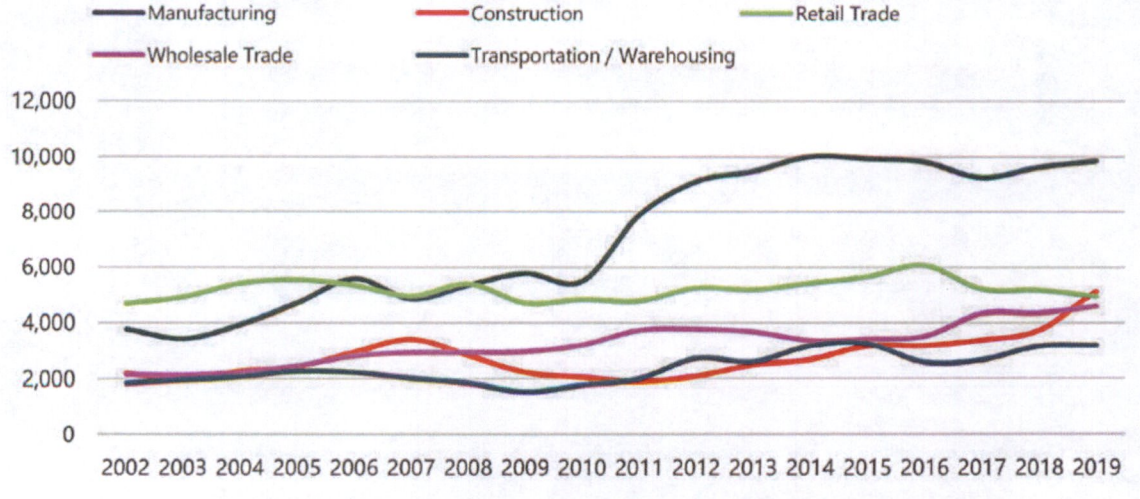
Figure 3 - Top Ten Employers in Auburn (2022)



Source: Washington Employment Security Department

The top employers in Auburn are shown in Figure 3. Boeing is the largest employer in the City, as it has been several decade, followed by a variety of retail, manufacturing, and wholesale businesses, as well as Multicare, the regional hospital and health care center in Downtown Auburn. The top ten employers in Auburn currently account for about 23% of the jobs in the City, down from 55% in 2011 and 85% in 2002, further demonstrating the increasing diversity of business activity in Auburn in recent decades

Figure 4 - Top Industry Sectors in Auburn (2002-2019)



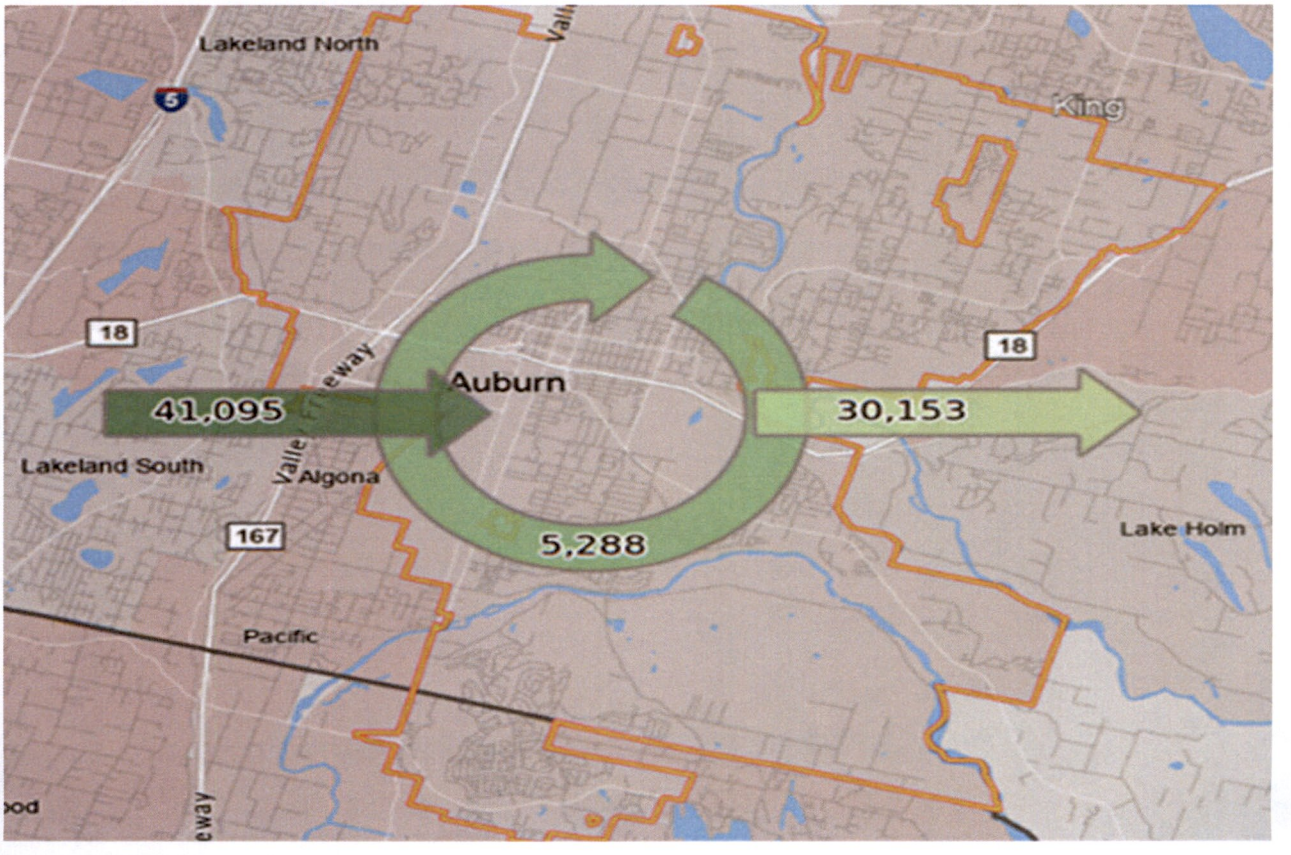
Source: US Census On The Map

As of 2019, there were about 46,383 jobs located in Auburn. The top sectors are shown in Figure 4 along with their change over the past two decades. Despite decreases in the manufacturing industry from 1990 and 2000 noted in Auburn's previous (2014) comprehensive plan, the sector has seen rapid increases since the 2008 financial crisis and now accounts for over 20% of jobs in the City. Other notable shifts include a rapid increase in construction jobs over the past several years as well as a decrease in retail which corresponds to an increase in wholesale trade, perhaps reflecting increasing patterns of online rather than in-store shopping.

Daily Inflow and Outflow

As of 2019, 5,288 Auburn residents, or 15% of the population both lived and worked in the City. The remaining 85% of those who worked in Auburn commuted from outside the City. As shown in Figure 5, there are more people who work in Auburn and live elsewhere than those who live in Auburn and work elsewhere. This results in an increased pool of residents and employees who engage with City services and businesses. Although this data predates the COVID-19 pandemic, the relatively large share of in-person manufacturing and retail jobs in the City suggests that the commuting patterns may have been less affected by the pandemic in Auburn compared with other areas which have a higher share of office jobs.

Figure 5 - Auburn Daily Commuting Patterns (2019)



Source: US Census On The Map

Growth Projections

Understanding future population and employment growth is essential for planning. King County, Pierce County, the Puget Sound Regional Council (PSRC) and the Washington State Office of Financial Management (OFM) are each involved in forecasting population and job growth in Auburn over the coming decades, and this section summarizes the current forecasts from these agencies which can be used to inform future actions on land use, infrastructure, housing, economic development, and transportation in Auburn.

Planning Approach

Values

Character

Our community values the unique perspectives and experiences that our diverse population brings, and we strive to create inclusive spaces that celebrate our differences and foster a sense of belonging for all.

Wellness

We are a secure community with walkable commercial districts where the perception and reality are that crime activity is low.

We prioritize the health and well-being of our residents by investing in programs and infrastructure that promote active living, access to healthy food, and mental health support for all residents.

Service

Our economic development strategies are guided by a commitment to equitable growth, which means ensuring that all businesses and entrepreneurs have equal access to resources and opportunities to succeed.

Economy

We are working to create a resilient and equitable economy that benefits all members of our community, including those who have historically been marginalized or underrepresented.

Celebration

We actively promote our local businesses and have been successful at making our residents more aware of what is available locally as well as attracting visitors from beyond our City.

We take pride in our vibrant arts and culture scene, which serves as a cornerstone of our community and attracts visitors from around the region. We are committed to supporting and promoting local artists and cultural institutions.

Environment

Our economy is growing and diversifying because of our efforts to protect our rivers, streams, wetlands, and other environmental resources.

Sustainability

Residents are staying in Auburn to work and shop, and we are widely considered a regional dining, shopping, and entertainment destination.

Goals and Policies

Goal # 1 – Retention of Existing Businesses

Retain existing businesses by developing growth opportunities, cultivating local talent, promoting safety measures, and facilitating supportive expansion and relocation options.

Policies

ED-1. Collaborate with local educational partners (e.g. Green River College & Auburn School District) and vocational centers to develop programs that are aligned with the skills needed by businesses in Auburn. This will necessitate a deep understanding of employer needs and educational/employment pipelines and includes fostering partnerships with businesses to provide internships, apprenticeships, and job placement opportunities for local talent.

ED-2. Implement and promote security measures in commercial areas, including physical improvements such as enhanced lighting, surveillance, and

landscaping as well as strengthening communication amongst the business community and the City in order to create a secure environment that encourages businesses to succeed.

ED-3. Nurture/foster a collaborative environment by conducting regular gatherings and forums for businesses, community leaders and local government representatives to share their ideas, needs, strategies, and concerns.

ED-4. Develop and implement a support system for existing businesses within the city by assisting them in optimizing their operations and addressing challenges they may encounter during expansion or relocation within the city. Provide comprehensive information on available commercial properties, zoning regulations, and necessary permits. Offer proactive assistance to navigate local government procedures, ensuring a seamless transition for businesses committed to staying and growing in Auburn.

ED-5. Promote diversity and inclusion within the local business community by supporting initiatives that encourage greater participation and inclusion of minority owned businesses. Create resources and programs that provide equitable opportunity for businesses owned by underrepresented groups to be fully engaged in the local business community and the full array of resources and partnerships that exist.

ED-6. Establish a dedicated business retention program that proactively engages with local businesses to understand their needs, challenges, and opportunities. Identify and provide resources and support to address issues before they become significant barriers to continued operation and/or expansion.

Goal # 2 – Attract New Businesses

Attract new, high performing businesses by identifying market gaps, precisely defining the types of businesses Auburn seeks, strategically marketing Auburn's advantages, and optimizing available land and space.

Policies

ED-7. Perform regular market analyses to identify emerging trends, gaps, and opportunities in the local and regional markets. Conduct periodic research and collaboration with local education centers, research institutions and industry experts in order to stay updated on emerging needs and opportunities. Emphasize efforts and prioritize opportunities that attract businesses that are positively contributing to a more sustainable and climate-friendly operation. This can be in the form of businesses that are designing, creating, selling and distributing climate-friendly products and approaches or businesses that are seeking to incorporate sustainable development or building management practices.

ED-8. Clearly define the types of businesses that align with the city's economic development strategies, considering local strengths and market demands. Engage with local business associations and community stakeholders to gather input on desired business types. Develop industry profiles to guide prospective businesses in understanding the local market.

ED-9. Implement targeted marketing campaigns to showcase the city's advantages and attract businesses that fit the defined criteria. This includes developing a comprehensive marketing strategy highlighting Auburn's infrastructure, workforce, incentives, and quality of life. Leverage digital platforms, industry conferences, and targeted events to reach potential businesses and investors.

ED-10. Establish incentive programs to encourage desired businesses and industries to choose Auburn as their location. Collaborate with local and state governments to create tax incentives, grants, and other financial support mechanisms. Develop customized incentive packages based on the specific needs of target businesses. Build out a set of incentives that are specifically targeted towards attracting climate-friendly businesses to locate and grow in Auburn.

ED-11. Foster collaboration between the public and private sectors to create a supportive environment for attracting high-performing businesses. This includes establishing a platform for ongoing dialogue and collaboration between local government and business leaders and encouraging private sector participation in infrastructure development, workforce training, and other initiatives.

Goal # 3 – Missing or Underrepresented Industries

Identify and support emerging high performing business sectors with growth potential, contributing to a resilient and dynamic economic landscape, particularly in industries that are currently underrepresented.

Policies

ED-12. Identify and analyze emerging high performing business sectors with growth potential through ongoing collaboration with industry professionals, research institutions, and local business leaders. Develop a systematic process for monitoring market trends and assessing the viability of missing new economic sectors.

ED-13. Direct strategic investments and resources towards industries that are currently underrepresented in the local economy but show potential for growth. This involves creating incentive programs and support mechanisms tailored to the specific needs of these industries to foster their development.

ED-14. Establish programs to support entrepreneurs and startups within the identified high potential sectors. Provide mentorship, access to resources, and networking opportunities to nurture the growth of emerging businesses in underrepresented industries.

ED-15. Collaborate with educational institutions and industry partners to develop training programs and educational initiatives that align with the needs of emerging sectors. This ensures a skilled workforce is ready to contribute to the growth and development of underrepresent industries.

ED-16. Foster a collaborative economic ecosystem by encouraging partnerships between local businesses, startups, research institutions, and government agencies within the identified sectors. Facilitate networking events, conferences, and collaborative projects to strengthen the overall business environment.

Goal #4 – Supporting Industry Clusters

Implement strategies that support local and regional industry clusters which includes approaches that support Auburn specific clusters as well as regional clusters that represent the Highway 167 Corridor clusters, King and Pierce County identified clusters, and regionally identified Puget Sound clusters.

Policies

ED-17. Retain and recruit businesses that support an already robust aerospace industry by encouraging establishment and growth of manufacturing, innovation and design, and transport of materials and goods.

ED-18. Seek legislative solutions and private partnerships that are designed to offset the local impacts that occur as a result of logistics uses that are space consumptive, have high impacts on local street conditions, and that result in low performing ratio of jobs to square footage.

ED-19. Upon successful completion of Policy P.2, support the logistics needs that exist along the Highway 167 Corridor between the Port of Seattle and the Port of Tacoma.

ED-20. Expand upon opportunities to build out the local educational systems with the intention to create a stronger and more targeted employment pipeline that supports local industry clusters.

Goal #5 – Downtown Auburn

Develop downtown as a livable, walkable and drivable destination by fostering an active community through art, entertainment, and evening activity. Enhance building design, amenities and safety measures to create a welcoming environment that encourages residents and visitors to explore Auburn.

Policies

ED-21. Implement public art initiatives and cultural programs in downtown Auburn to enhance the aesthetic appeal and cultural vibrancy of the area. This includes installing public art installations, organizing

cultural events, and collaborating with local artists and performers.

ED-22. Foster an active downtown community by organizing regular events, festivals, and markets in downtown Auburn. This involves collaborating with local businesses, community groups, and event organizers to create a diverse calendar of activities that attract residents and visitors.

ED-23. Offer incentives for mixed use developments in the downtown area, encouraging the combination of residential, commercial, and entertainment spaces. This policy aims to create a vibrant and dynamic urban environment that supports both daytime and evening activities.

ED-24. Develop comprehensive parking and transportation plans to ensure convenient access to downtown. This involves strategically placing parking facilities, promoting public transportation options, and encouraging alternative modes of transportation to make the area both drivable and accessible.

ED-25. Enhance security measures, including increased police presence, improved lighting and surveillance systems, to ensure a secure environment for residents and visitors, especially during evening activities. Collaborate with local law enforcement agencies to address security concerns proactively.

ED-26. Improve and expand the existing facade improvement program to support local businesses in upgrading their storefronts, signage, and exterior aesthetics. This not only contributes to the overall visual appeal of downtown but also encourages economic growth.

ED-27. Develop a mix of incentives and penalties that seek to eliminate ongoing vacancy of ground floor commercial spaces.

Goal # 6 – High Standards

Promote high quality architectural design, pedestrian circulation, landscaping, lighting, public amenities, security investments, and signage that are customized to the various commercial and mixed-use areas of the city.

Policies

ED-28. Implement lighting standards that contribute to the security and quality of commercial areas. This involves strategically placed lighting fixtures, street lighting, and architectural lighting to enhance visibility and create a secure and attractive environment during both day and night.

ED-29. Invest in infrastructure, such as improved multimodal transportation systems, electric vehicle charging stations, rideshare features, parks and open space, and enhanced security measures, to ensure the well-being of pedestrians and cyclists in commercial and mixed-used zones.

ED-30. Establish design standards and procedures within commercial and mixed-use areas. This ensures that development plans align with the preferences and needs of the local community.

ED-31. Establish a mechanism for regular design reviews to assess ongoing and proposed developments in commercial and mixed-use areas. This process ensures that projects align with established design standards and contribute positively to the overall urban beauty.

Goal #7 – Incentives

Develop and implement a comprehensive incentive program designed to attract and support business recruitment and retention. Incentives will include financial benefits, ease of access, community acceptance, strong connections to local goals, and maintaining support beyond initial opening.

Policies

ED-32. Routinely provide workforce development, business assistance, and business development programs.

ED-33. Implement a streamlined permitting and approval process for businesses, reducing bureaucratic hurdles and ensuring a swift and efficient process. This policy aims to enhance ease of access for both new and existing businesses.

ED-34. Develop incentives that encourage local and regional businesses to actively engage with the local community. This includes supporting community events, participating in local initiatives, and fostering a positive relationship with residents to enhance community acceptance.

ED-35. Establish economic incentives that are

geographically targeted and intended to attract specific local and regional businesses, brands, sectors, and amenities within the community.

Goal #8 – Partnership

Facilitate dynamic partnerships between the city, business community, educational institutions, event organizers and lodging providers.

Policies

ED-36. Develop a comprehensive framework for promoting dynamic partnerships between the city, business community, educational institutions, and business associations. This framework will outline strategies for collaboration, communication channels, and shared goals.

ED-37. Conduct regular meetings and forums to bring together representatives from the city, business community, educational institutions, DAC, chamber. These meetings will serve as platforms for discussing opportunities for collaboration, addressing challenges, and sharing best practices.

ED-38. Encourage the development of collaborative initiatives that leverage the strengths and resources of each stakeholder group. This will include joint marketing campaigns, workforce development programs, community events, and infrastructure projects that benefit all parties involved.

ED-39. Collaborate with event organizers and lodging providers to coordinate and support events that drive economic activity and tourism in the city. This will involve providing logistical support, marketing assistance, and facilitating partnerships to enhance event experiences.

ED-40. Facilitate resource sharing and support services among stakeholders to maximize efficiency and effectiveness. This will involve sharing facilities, equipment, expertise, and access to networks to support mutual goals and initiatives.

ED-41. Acknowledge and appreciate the contributions of stakeholders in fostering dynamic partnerships and collaborative efforts. This could include awards, acknowledgments, and public recognition for exemplary partnerships and initiatives that benefit the city and its community.

Goal #9 – Tourism

Drive the growth of tourism by strategically investing in tourism related initiatives, fostering partnerships with key stakeholders and implementing effective promotional campaigns that are collectively designed to increase the number and length of hotel stays.

Policies

ED-42. Identify and prioritize strategic tourism initiatives, such as the development of tourist attractions, cultural events, and recreational facilities. Ensure these initiatives align with the city's unique offerings and contribute to an attractive and memorable visitor experience.

ED-43. Foster public private partnerships in the tourism sector to leverage the expertise and resources of both the public and private sectors. Encourage collaboration with local businesses, event organizers, and attractions to create a unified and compelling tourism experience,

ED-44. Develop and implement effective promotional campaigns and marketing strategies to increase the visibility of the city as a tourist destination. Utilize digital platforms, social media, and traditional marketing channels to reach target audiences and showcase the city's attractions.

ED-45. Maintain a strong level of communication and coordination with the lodging industry in order to cross promote events and amenities within the city and build Auburn's reputation as a destination.

Goal #10 – Diversity

All members of the community operate on a level playing field with equal access to services and where their participation is welcome and heard.

Policies

ED-46. All economic development goals, policies, and strategies will be designed around inclusiveness and with an intention to reach the entire business community.

ED-47. Intentionally identify and recruit missing or underrepresented ethnic and cultural groups to serve on economic development, tourism and downtown boards and commissions.

ED-48. Establish opportunities that enable broader



engagement and listening from underserved communities within the city in the development of plans, strategies and decision making.

ED-49. Identify and eliminate barriers that have traditionally made it difficult to start or grow a business due to language. This includes providing translation and interpretation for non-English speaking people and accommodating individuals where a physical disability is eliminating adequate access to services.

Goal #11 – Displacement

In support of a stronger and more diverse economy the city will plan, protect, preserve and produce housing options that are intended to be attainable to all members of the community where the primary goal is to ensure that residents' choices about when, whether and under what circumstances to remain in their home or move.

Policies

ED-50. While the Economic Development Element places a heavy emphasis on the attraction of new businesses it is not the intent of this Plan to displace people, communities, populations, or affordable housing. Nor is it the intent of this Plan or any specific Goal or Policy to be considered higher priority in the event that there are conflicts.

ED-51. Establish zoning district boundaries that avoid a result where residential communities are designated as a non-conforming use.

ED-52. Avoid issuance of conditional use permits, variances, and other special land use approvals that convert existing residential uses into new commercial uses. This does not include the allowance of home based businesses.

ED-53. Establish development standards that mitigate the impacts of noise, light, odor, and building massing generated on commercial sites that are adjacent to existing residential communities.

ED-54. Embrace housing policies that support the creation of more housing across the full spectrum of affordability ranges in order to stabilize housing prices and avoid rapid volatility in the housing market. A strong and stable housing market in all sectors of affordability is an important element of a strong, local, and diverse workforce.

CITY DEPARTMENTS

2024 COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

JOSH STEINER, AICP, SENIOR PLANNER

CITY COUNCIL STUDY SESSION

AUGUST 12, 2024

Department of Community Development

Planning • Building • Development Engineering • Permit Center
Economic Development • Community Services • Code Enforcement

AUBURN VALUES

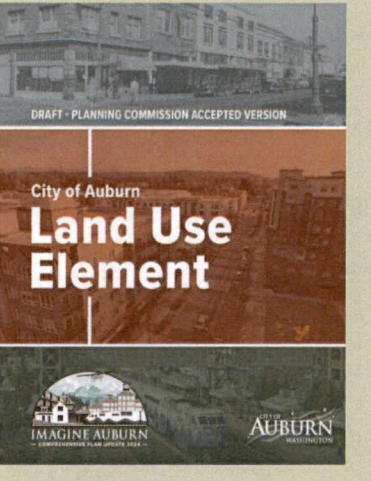
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ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

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~COMPREHENSIVE PLAN UPDATE 2024~

Purposed and Scope of Comprehensive Plan & Amendments

- **Auburn Comprehensive Plan Elements**
  - Core Plan (Community Development)
  - Land Use (Community Development)
  - Housing (Community Development)
  - Historic Preservation (Community Development)
  - Climate Change – NEW (Community Development)
  - Economic Development (Community Development)
  - Capital Facilities (Public Works)
  - Transportation (Public Works)
  - Utilities (Public Works)
  - Parks and Recreation (Parks)



Citywide effort involving all departments coordinating together to create a cohesive, consistent, and forward-thinking Plan covering range of subject areas

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Comprehensive Plan Elements

Planning Commission Recommendation for City Council Adoption in Two Parts ("Packages")

Package 1 – July 16, 2024

A. Land Use Element
B. Housing Element
C. Economic Development Element
D. Historic Preservation Element
E. Climate Element

Package 2 – October 23, 2024

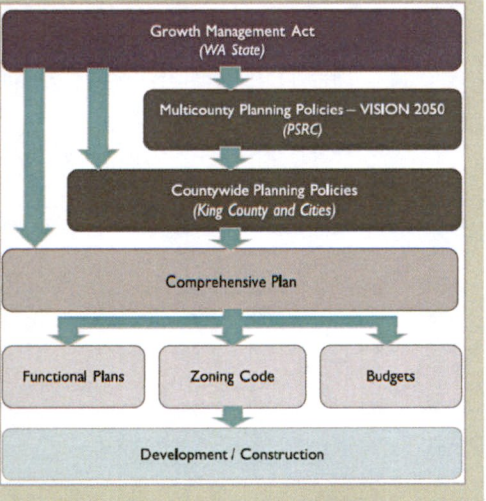
A. Capital Facilities Element
B. Utilities Element
C. Transportation Element/CTP
D. Parks Element
E. Utilities Systems Plans
F. Core Plan

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2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

Purpose and Scope of Comprehensive Plan & Amendments

- The Comprehensive Plan must be consistent with:
  - Puget Sound Regional Council (PSRC) Vision 2050
  - Urban Growth Capacity Report (King & Pierce)
  - Countywide Planning Policies (CPP) (King & Pierce)
  - Changes in state laws over the intervening time (Commerce/GMA)
  - Respond to changing conditions within the local community.
- GMA, PSRC, and CPP Requirements drive comprehensive plan update process.
- Coordination with departments on Element and referenced plan updates
- Coordination with Auburn Downtown Plan and HAPI Project



Source: King County GMPC

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Core Changes to Land Use Element

Growth Targets Driving Update

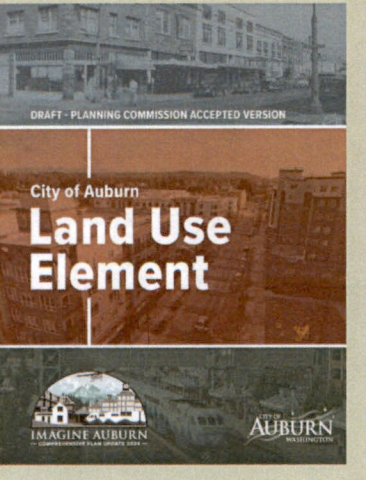
- King County Countywide Planning Policies (March 2023) Identifies 2019-2044 housing targets (12,000 net new residential units, 19,520 net new jobs)
- Pierce County Countywide Planning Policies (Ordinance 2023-22s) identifies 2020-2044 housing targets (112 net new residential units, 0 net new jobs)
  - Note that original housing target was 96 units and was amended by Pierce County Council in June 2023

Accommodating this growth in central to Comprehensive Plan Update

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Land Use Element



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Core Changes to Land Use Element

Middle Housing Update

Overall density increases in residential zones

Basic Requirements

- Allow 6 of 9 Middle Housing types in all Residential Zones
- 4 units per lot minimum
- Up to 6 units per lot if near transit and/or with affordability requirement
- Development regulations apply

How it is Implemented

- Allow all 9 types in different zones
- Consolidate existing R-5 and R-7 to R-10
- Consolidate R-10 and R-16 into R-16
- R-20 and Mixed-Use zones
- DUC Neighborhood Residential zone
- Plan for 6 units per lot in residential zones
- R-MHC Exclusion
- ADUs can satisfy MH requirements
- Development regulations to be updated
  - Consultant assistance

2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

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Core Changes to Land Use Element

Land Use and Zoning Updates

Proposed Land and Zoning - Overall Density Increases in Residential Zones

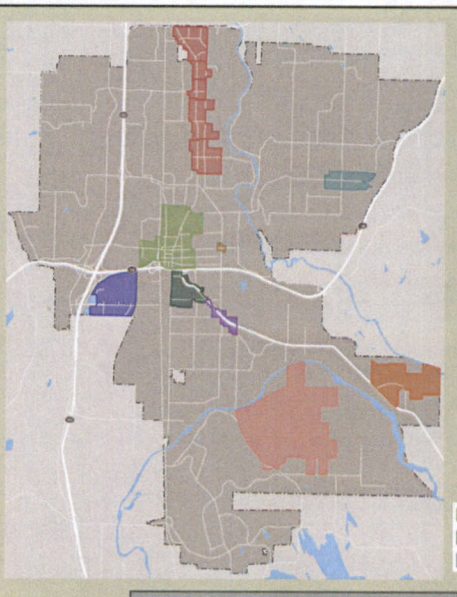
Existing Zoning District	Proposed Zoning	Existing Land Use	Proposed Land Use	Description
RC RESIDENTIAL CONSERVANCY	RC RESIDENTIAL CONSERVANCY	Residential Conservancy	Residential Conservancy	Allow for Middle Housing
R1 - RESIDENTIAL 1 DU/ACRE	R1 - RESIDENTIAL 1 DU/ACRE	Single Family	Neighborhood Residential One	Allow for Middle Housing
R-5, R-7	R2 - Residential Low	Single Family	Neighborhood Residential Two	SF, Townhouse, Duplex, Triplex, Fourplex, Two-Story Stacked Flats, Courtyard Apartments, Cottage Housing - 4-6 units/lot, ADUs
R-10, R-16	R3 - Residential Moderate	Moderate Density Residential	Neighborhood Residential Two	R2 (No SF)+ Fiveplex, Sixplex, 3-Story Stacked Flats, Apartment Buildings and Mixed-Use up to 20 units/3 Stories, ADUs
R-20	R4 - Residential High	Multiple-Family	Neighborhood Residential Three	R3 + Apartment Buildings and Mixed-Use over 20 units/3-Stories, ADUs
N/A	R-NM NEIGHBORHOOD MIXED-USE	N/A	Mixed-Use	R4 and C1 Uses + Mixed-Use (horizontal or vertical) Emphasis
RO - Residential Office	RF - FLEX-RESIDENTIAL	Varies	Mixed-Use	Smaller-scale R-NM with emphasis on conversion of existing structure, middle housing not to exceed two stories. No new SF.
Downtown Urban Center	DUC Downtown Urban Center - 125 District	Downtown Urban Center	Downtown Urban Center	DUC up to 125' talll buildings where permitted
Downtown Urban Center	DUC Downtown Urban Center - 75 District	Downtown Urban Center	Downtown Urban Center	DUC up to 75' talll buildings where permitted
Downtown Urban Center	DUC Downtown Urban Center - 55 District	Downtown Urban Center	Downtown Urban Center	DUC up to 55' talll buildings where permitted
Downtown Urban Center	DUC Neighborhood Residential District	Downtown Urban Center	Downtown Urban Center	R-3
Downtown Urban Center	DUC Health and Wellness District	Downtown Urban Center	Downtown Urban Center	Multicare Zone
Downtown Urban Center	DUC Flex-Residential District	Downtown Urban Center	Downtown Urban Center	RF with permitted specific industrial uses (craft workshops, breweries, coffee, etc.)
Downtown Urban Center	DUC Light Commercial District	Downtown Urban Center	Downtown Urban Center	C-1 but DUC Design Guidelines Apply
Downtown Urban Center	DUC Heavy Commercial District	Downtown Urban Center	Downtown Urban Center	C-2 but DUC Design Guidelines Apply
Downtown Urban Center	DUC Light Industrial District	Downtown Urban Center	Downtown Urban Center	M-1 but DUC Design Guidelines Apply

2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

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Core Changes to Land Use Element

Planning for Future Growth – Growth Centers



Growth Centers

- Primary areas for residential and employment growth
- Located at key intersections, travel corridors, or previously adopted areas
- Smaller "Downtown Urban Centers"
- Downtown Urban Center, I-Street, Stuck River Subarea are primary growth centers
  - I-Street 2021 Housing is 6%, employment 9% of city total; 2044 – housing 7%, employment 13%
- Core of Growth Center is Mixed-Use Designation (horizontal or vertical)
- Zoning based on context
- Growth Centers should be Performance-Based to ensure consistency with accommodating growth targets

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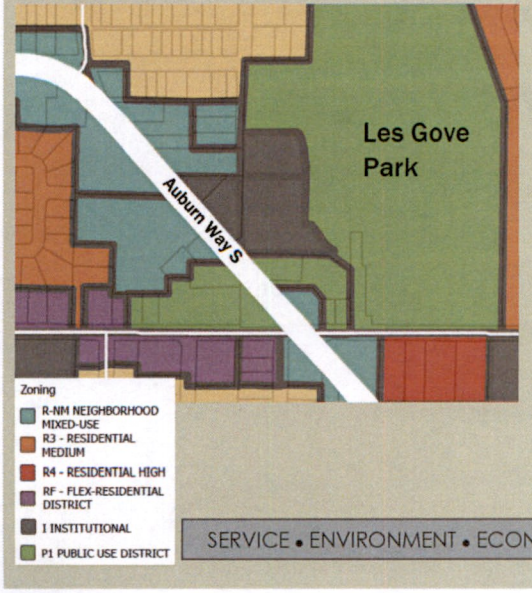
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Core Changes to Land Use Element

Planning for Future Growth – Growth Centers

Growth Centers



- Core of Growth Center is Mixed-Use Designation (horizontal or vertical)
- Mixed-Use is surrounded by lesser dense zoning or other types of zoning
- Zoning based on context
- Growth Centers should be Performance-Based to ensure consistency with accommodating growth targets

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Core Changes to Land Use Element

Downtown Auburn Growth



- Auburn Downtown Plan Update
- Regional Growth Center
- Downtown Boundary Changes
- Downtown Urban Center Zoning
  - Specific to DUC with Downtown Design Guidelines
- Planned Growth
  - 2021 – 10% of Total City Employment, 5% Housing Units
  - 2044 – 12% Total City Employment (17% growth), 17% (52% growth) Housing Units

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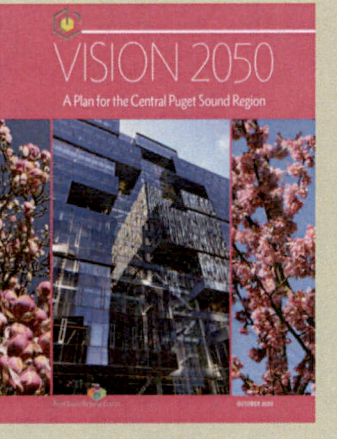
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Core Changes to Land Use Element

Goals and Policies Updates

- Updates to address Growth Management Act and Puget Sound Regional Council Requirements
  - Growth Centers
  - Climate Change
  - Regional Coordination
  - Equity
- Updates to maps
  - Growth Centers
  - Land Use and Zoning





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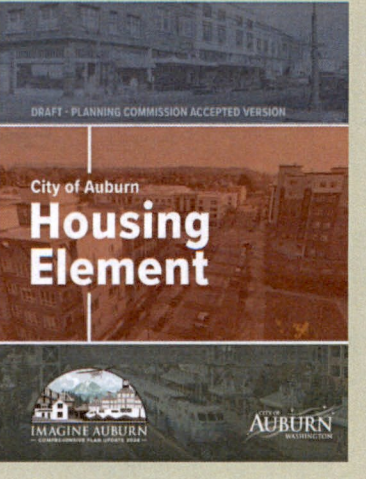
Potential Implications of Proposed Changes

- Middle Housing Allowed in majority of city
- Code updates
  - Rezone Process
  - Middle Housing Development Regulations
  - Downtown Urban Center and Design Guidelines
- Few transportation issues that can't be addressed through capital projects, but close coordination needed
- Accountable for targets and policies
- Compliance for continued grant eligibility

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Housing Element



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~COMPREHENSIVE PLAN UPDATE 2024~

Core Changes to Housing Element

Middle Housing Update

Overall density increases in residential zones

Basic Requirements

- Allow 6 of 9 Middle Housing types in all Residential Zones
- 4 units per lot minimum
- Up to 6 units per lot if near transit and/or with affordability requirement
- Development regulations apply

How it is Implemented

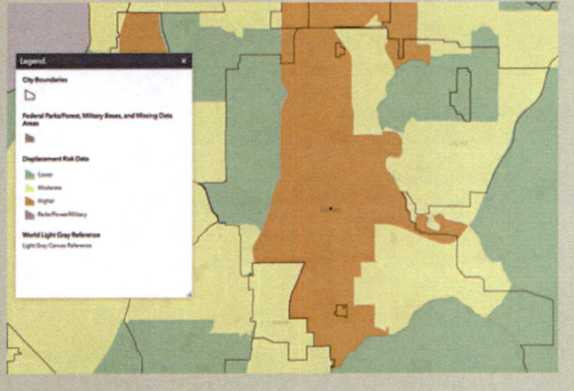
- Allow all 9 types in different zones
- Zoning Changes
- DUC Neighborhood Residential zone
- Plan for 6 units per lot in residential zones
- R-MHC Exclusion
- ADUs can satisfy MH requirements
- Development regulations updated so Middle Housing is more feasible
- "If it fits, it sits"

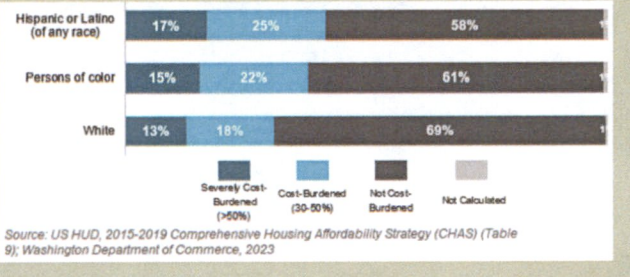
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Core Changes to Housing Element

Racially Disparate Impacts





Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

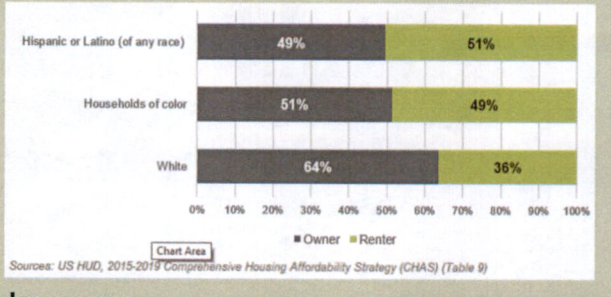
- **Takeaways:**
  - Auburn is at "Higher" risk of displacement (orange)
  - Persons of color and Hispanic or Latino (of any race) experience more cost burden than those identifying as white
  - As housing becomes more expensive, more are likely cost burdened

2024 PERIODIC COMPREHENSIVE PLAN – PACKAGE 1 OVERVIEW (RESOLUTION 5780)

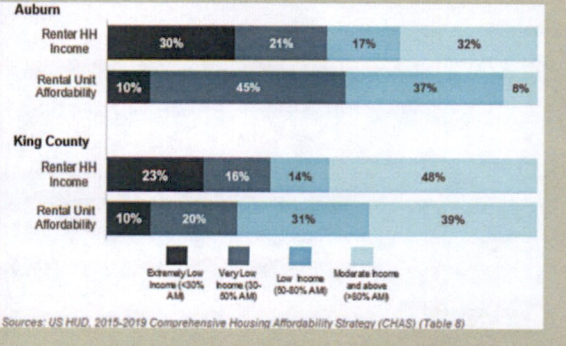
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Core Changes to Housing Element

Racially Disparate Impacts



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9)



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 8)

- **Takeaways:**
  - Opportunities for homeownership
  - Renters are lower-income than King County average
- **Goals and Policies Update Themes:** Create more housing stock while maintaining current stock (Preservation and anti-displacement); Create middle housing stock as a more affordable type of housing for wealth generation; Infill and Redevelopment; Housing density near transit; Incentives and Strategies

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Core Changes to Housing Element

Townhome



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Core Changes to Housing Element

Duplex



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Core Changes to Housing Element

Triplex



Source: Opticos Design

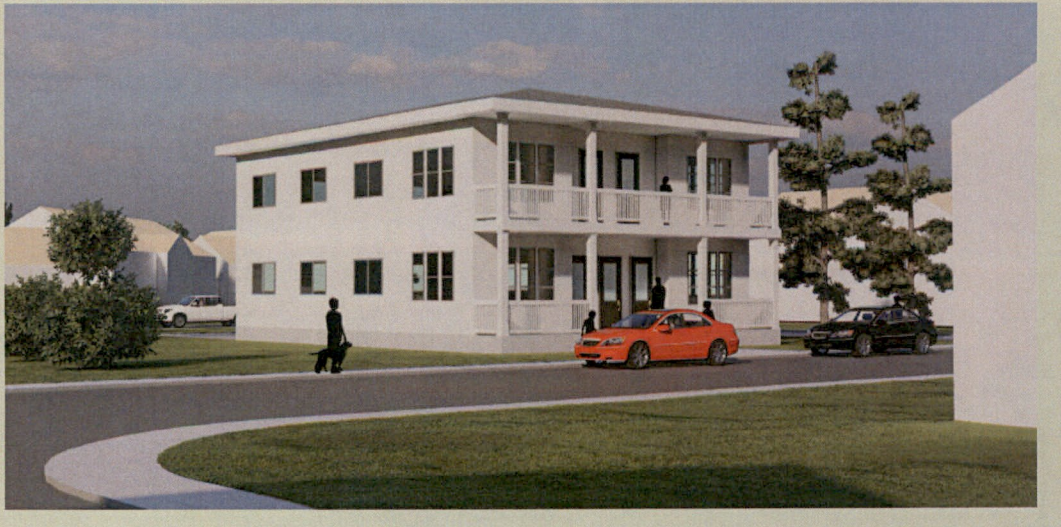
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Core Changes to Housing Element

Fourplex



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Core Changes to Housing Element

Fiveplex



Source: Opticos Design

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Core Changes to Housing Element

Sixplex



Source: Opticos Design

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Core Changes to Housing Element

Stacked Flat



Source: Opticos Design

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Core Changes to Housing Element

Courtyard Apartments



Source: Opticos Design

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Core Changes to Housing Element

Cottage Housing



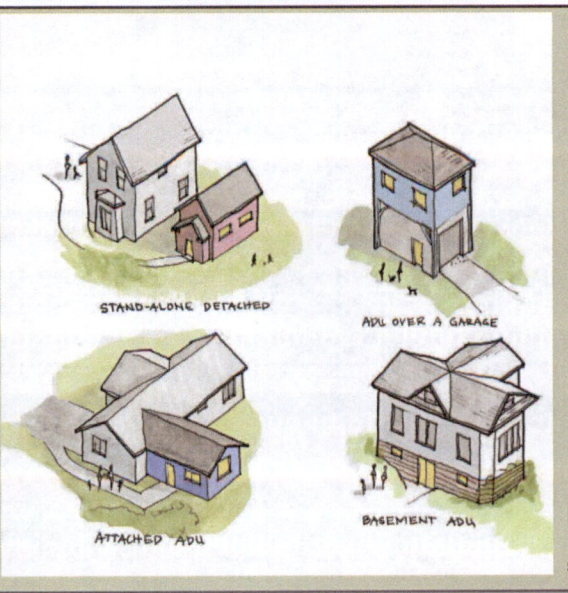
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Core Changes to Housing Element

Accessory Dwelling Unit (attached or detached)



Source: Housing Solutions Network

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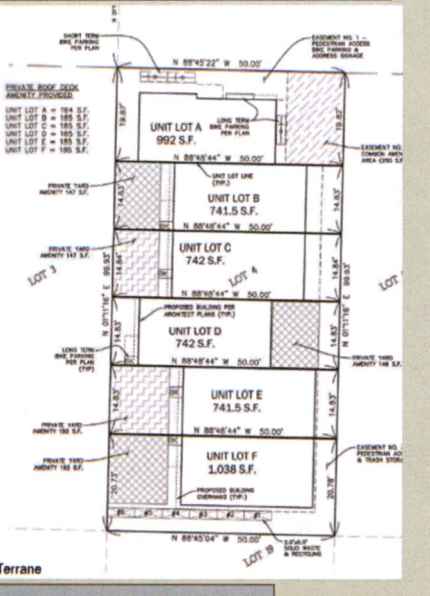
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Core Changes to Housing Element

Unit Lot Subdivision

Intent of Change

- Alternative to condominium ownership; Unit is individually owned including land beneath it
- Complies with HB 1110 Requirements
- Ownership opportunities –middle housing is more affordable than traditional single-family houses
- "Parent Lot" and "Unit Lot"
- Easements for shared areas, owned in common (often through HOA)
- Implemented in development regulations and code; can be processed like standard subdivision



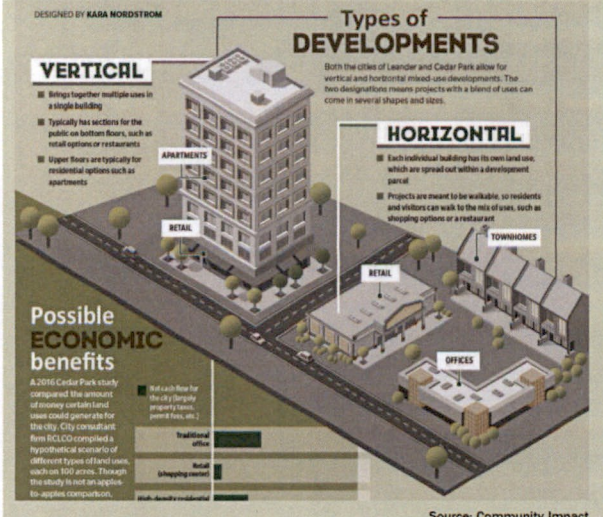
Source: Terrane

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Core Changes to Housing Element

Planning for Future Growth – Growth Centers



Source: Community Impact

- **Buildings:** Combination of mixed-use buildings, apartments, middle housing, standalone commercial
- **Space:** Both vertical and horizontal mixed-use
- Zoning: R-NM Neighborhood Mixed-Use, RF – Residential-Flex, C-AG Auburn Gateway, other
- Land Use: Mixed-Use, R3 – Residential High, other
- Zoning is context based
- Growth Center should be performance based

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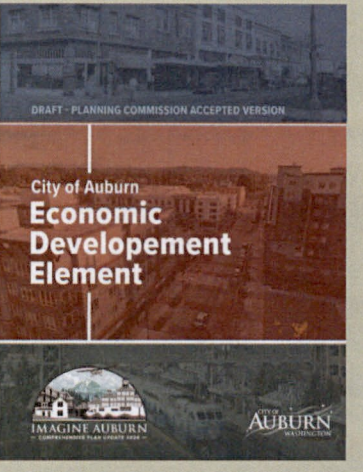
Potential Implications of Proposed Changes

- Middle Housing Allowed in majority of city
- Code updates
  - Middle Housing Development Regulations
  - Downtown Urban Center and Design Guidelines
- Greater Housing Options for Community and more supply for affordablity
- Housing served by transit is key – also for Climate
- Accountable for targets and policies
- Compliance for continued grant eligibility
- Community education on density changes is necessary – already underway
- Coordination with all departments for amenities, access, etc.

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Economic Development Element



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Goals and Policies

Retention of Business

- Supporting growth and expansion
- Stronger connection between schools and industry workforce needs
- Advocacy for existing businesses
- Connecting businesses and sectors with each other
- Providing regulatory assistance

Attracting New Business

- Targeted recruitment of new businesses or brands
- Identify businesses that have a positive revenue, social, or climate impact
- Market the city and what it has to offer

Goals and Policies

Missing & Under - represented Industry

- Identify sectors that are missing within our profile
- Select industries that could benefit from, or provide benefit to locating in Auburn
- Build incentive programs to aid in marketing

Supporting Industry Clusters

- Target strategies that support the existing aero-space industry
- Overcome the negative impacts of logistics and distribution
- Partner with school districts to build out curriculum that creates a ready work force

Goals and Policies

Downtown Auburn

- Reduce the number of empty storefronts
- Increase amenities (plazas, art installation, lighting)
- Concentration of housing units
- Support façade improvement program

High Standards

- Enhanced architectural style and appearance
- High quality landscaping and greenery
- Attention to detail for signs, and lighting
- Strong connections to non-motorized infrastructure

Goals and Policies

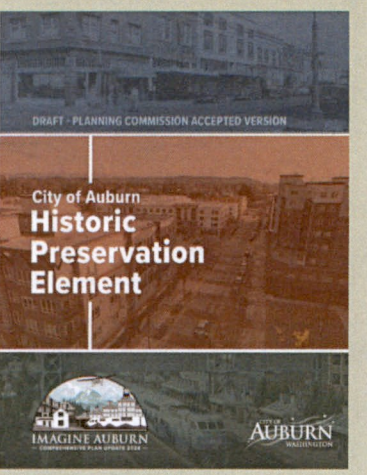
Displacement

- Economic development not intended to wipe out housing and communities
- Soften impacts of industry on communities
- Increased supply of housing creates stability and options

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Historic Preservation Element



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Purpose and Scope of Comprehensive Plan Amendments

1) Policies have been updated.

2) Encourage the establishment of an Historic Preservation Committee.

3) Photographs of each of the six properties listed on the King County Landmarks List or the National Register of Historic Places were added to the element.

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Core Changes to Historic Preservation Element

- **Historic Registry Update**
  - No new buildings have been added to the Historic Registry since 2016.
  - Photographs have been added to the Element.

Auburn Masonic Temple



Auburn Pioneer Cemetery



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Core Changes to Historic Preservation Element

Auburn Post Office



Mary Olson Farm



Oscar Blomeen House



Auburn Public Library



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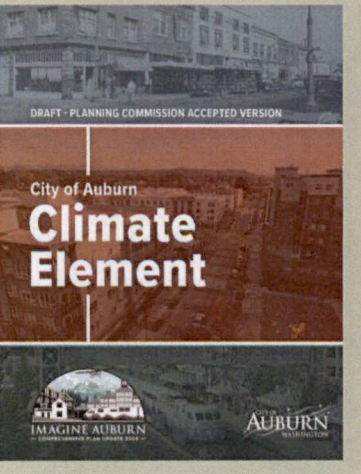
Potential Implications of Proposed Changes

- Forming an Historic Preservation Committee
- Writing an Historic Preservation Plan
  - Conducting an inventory of the City's structures, corridors, signage and places that have historical merit.
- Amendment of zoning code to support plan
- How to establish a mitigation fund if historical properties are demolished.

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Climate Element



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Purpose and Scope of Comprehensive Plan Amendments

A. Climate Element - New requirement from HB 1181
B. Identify priority hazards
C. Outline Auburn's community risk index
D. Incorporate resilience and greenhouse gas emissions mitigation sub-elements
E. Climate element must maximize economic, environmental, and social co-benefits and prioritize environmental justice

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Core Components to Climate Element

HB 1181 and Climate Planning Resources

- Growth Management Act (GMA) amended to include climate as the 14th planning goal
- 2029 deadline for adoption of Climate Element
- Inclusion in 2024 Comprehensive Plan Update
- Builds on existing climate planning resources and new County and State Goals/requirements

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Core Components to Climate Element

Auburn's Climate Planning Context

- Greenhouse Gas Emissions Inventories (2008 & 2015)
  - Tracks municipal and community emissions by source across two time periods
  - Provides forecasts for possible emissions levels in 2025, 2030
  - Transportation-related emissions are largest source of municipal and community emissions
- Climate Action Plan (2018)
  - Establishes existing context for emissions and quality of natural environment in Auburn
  - Identifies a vision for climate planning in Auburn
  - Recommends strategies and policies to reach resilience and mitigation goals
- Climate Element Framework (2023)
  - Developed in collaboration with city staff and consulting team
  - Recommends pathways and timeline to develop Climate Element
  - Identifies policy gaps and recommends strategies and actions

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Core Components to Climate Element

Sub-Elements Required

- **Greenhouse Gas Emissions Reduction Sub-Element**

  Goals and policies to reduce GHG emissions and vehicle miles traveled

- **Resiliency Sub-Element**

  Goals and polices to improve climate preparedness, response and recovery efforts

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Potential Implications of Proposed Changes

- Negative impacts of climate change and the impacts to vulnerable communities
- Funding gaps
  - Ex. Budget for upgrades to City EV Infrastructure and other facility improvements
- Amendment of code to support plan
  - Development Regulations
  - Landscaping
  - Density and growth centers
- Accountable for various state and regional targets and policies

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Next Steps:

- **Tonight:** City Council Study Session for Resolution 5780
- **August 19, 2024:** Council Action on Resolution 5780
- **August to October 2024:** Study Session Workshops on Public Works and Parks Comprehensive Plan Updates
- **October to November 2024:** Study Session Workshops on Package 1 Policy and Code Updates
- **December 2, 2024:** City Council Action on Adoption of Comprehensive Plan and Related Code Amendments

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Questions, Discussion, and Feedback

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DRAFT - PLANNING COMMISSION ACCEPTED VERSION

City of Auburn Historic Preservation Element

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CITY OF AUBURN
WASHINGTON


MAIN STREET
THRIFT
STORE
MANDO'S
TATTOO
OPEN
ATM

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GREEN
HOTEL
HOTEL
TAVERN
STREET SCENE - AUBURN - WASH.

Historic Preservation Element

Introduction and Background

Through the recognition and preservation of its past, Auburn can ensure its uniqueness and strengthen its identity as it moves into the future. The City recognizes the importance of maintaining this connection with its past by including policies which address the enhancement and maintenance of historic resources within this Comprehensive Plan. This importance is also recognized by both the State and the County by the inclusion of historic preservation as one of the goals of the Growth Management Act (GMA) and in the King County Countywide policies.

Planning Approach to maintain, preserve, and enhance the City's historic, cultural and archaeological resources to provide a sense of local identity and history to the visitors and residents of the community.

In 2010 the United States Census Bureau identified Auburn's population as being 70,180 residents. Auburn grew in population to 84,858 residents in 2022, a 20% increase in 12 years but has since gone down in population to 82,657 in 2024... The growth applied substantial development pressure onto the city and enabled new businesses and services to prosper, but without the proper management of growth and development, these forces have potential to negatively impact the historic sites and cultural practices that exist in Auburn, and which contribute to the reason why residents and visitors are drawn to Auburn in the first place.

Proper identification and stewardship of historic and cultural assets is critical as the city works to balance competing demands on space, housing, services, and resources, because said assets help to create an identifiable identity for Auburn and often enable residents to better connect with their community. These assets may be historically significant structures, landmarks, and places and practices of tribal importance.

Vision

Unlike many cities within the Puget Sound Region, Auburn has a long and established history. Auburn has been a vibrant and freestanding community for over 100 years. As a result, Auburn developed its own downtown as the focus of business and community life. The downtown in particular, and the community as a whole, were linked to the railroads, which were the major mode of transportation throughout the region for decades. In the past several decades, the region has experienced significant population growth. Due to the nature of this growth, the differences between one community and another have blurred, and communities are becoming more and more alike. If Auburn is to retain its identity as a unique community, it must seek to emphasize its differences and celebrate them. Auburn's history is a part of its identity that is unique to Auburn.

Values

Auburn's history is identifiable and unique, contributing to an evident community identity. By preserving where this community has already been, we better inform where it's going. Under pressure to grow its economy while simultaneously meeting the emerging needs of its residents, Auburn's municipal policies aimed at preserving the city's historic and cultural assets will be shaped by our shared values. These values are:

Character

Historic structures and culturally significant sites are protected, ensuring that Auburn's community identity is grounded in its historic legacy.

Wellness

Efforts to support the livability of historic neighborhoods and structures are supported through city programs, projects, and collaboration with communities.

Service

The ongoing function and operations of historic structures and places are supported through the investment into, and maintenance of, the utilities that serve them.

Economy

One-of-a-kind historic structures and places are revitalized, enhancing property values, and encouraging consumers to remain in place and purchase goods.

Celebration

Auburn's history and local culture is actively promoted to residents and visitors in collaboration with city-supported organizations and official programs.

Environment

Investment, maintenance, and restoration of existing buildings and places are prioritized, disincentivizing urban sprawl into natural and open spaces.

Sustainability

Growth and business activity in Auburn does not damage local historic sites and culturally important practices continue to be emphasized and supported.

Conditions and Trends

Main Street

In 2017 the Heritage Building, a structure which housed apartments and local storefronts since 1924, tragically burned down, creating a gap in Auburn's otherwise well-defined and preserved Main Street. Four years later, in 2021, the Max House Apartments, another mature Main Street-defining structure also caught fire, eventually spreading to the historic and beloved Auburn Avenue Theater, rendering both buildings unsalvageable. Today, the city and stakeholders continue work to reimagine the sites of the three lost Main Street structures, and though their absence serve as an opportunity to imagine a new direction, their loss nonetheless remains an important reminder of the importance of historic preservation, because many culturally and historic assets cannot be replaced so easily once gone.

Historic Registry

There are currently six properties in the city of Auburn listed on either the King County Landmarks List or the National Register of Historic Places. When a property is added to either of these lists it means that their historic status is secured and they are now subject to a number of legal protections to prevent their removal, destruction, or alteration.

The six properties are:

Auburn Masonic Temple

Designated 2002

- In the late 1800s, settlers in Auburn formed King Solomon Lodge No. 60, becoming the town's second fraternal order. They built the Auburn Masonic Temple in 1924, a historic Italian Renaissance Revival-style building listed on the King County Landmarks List in 2002 and National Register of Historic Places in 2015. It is located at 10 Auburn Way S.



Auburn Pioneer Cemetery

Designated 2016

- Auburn Pioneer Cemetery, established in the 1860s, is the city's oldest cemetery. It underwent various name changes and was designated a landmark in 2016. In 2019, the restored cemetery was officially dedicated, featuring new walkways, signage, and the Tora Kato monument's restoration. It is located at 850 Auburn Way N.



Auburn Post Office

Designated 2000

- Built in 1937, the Auburn Post Office transitioned to King County's use in the 1960s. In 2016, the City of Auburn acquired the building to create the Auburn Postmark Center for the Arts & Culture Center preserving its character for diverse community arts activities. It is located at 20 Auburn Ave.



Auburn Public Library

Designated 1995

- In 1914, Auburn celebrated the opening of its Carnegie Library, located at 3rd Street NE and Auburn Avenue. Designed by architect David J. Myers and funded by a $9,000 grant from the Carnegie Corporation, the 5,000 square-foot brick building featured a central librarian's desk, a children's section, and an adult section, serving the city for 50 years. It is located at 306 Auburn Ave.



Mary Olson Farm

Designated 2000

- Mary Olson Farm, a partnership between the White River Valley Museum and City of Auburn, is a fully restored 1880s subsistence farm, known for its preservation and conservation awards. This historic 67-acre site includes seven wooden buildings, an orchard, and meadows, offering a glimpse into early 1900s farm life. It is located at 28728 Green River Road.



Oscar Blomeen House

Designated 1991

- Built by owner Oscar Blomeen in 1914, the Oscar Blomeen House features a corner turret and a rich history. It served as Auburn's first hospital during the 1917-1919 influenza epidemic, a maternity hospital, and a surgical center. It's also an example of post-Victorian architecture with Craftsman influences. It is located at 324 B St NE.



Goals and Policies

Goal 1. To enhance and maintain the quality of historical resources in the region.

HP-1. Encourage the protection, preservation, recovery and rehabilitation of significant archaeological resources and historic sites in Auburn

HP-2. Educate City staff to recognize significant resources and structures or provide City staff with access to professionals who specialize in historic preservation.

HP-3. Seek grant opportunities to conduct historic building inventories of neighborhoods.

HP-4. Develop an Historic Preservation Plan to identify and protect Auburn's historic resources.

HP-5. Update the historic site and building inventory as part of this plan to include additional buildings, signage, corridors, and public spaces of historical significance.

HP-6. Amend existing historic preservation codes and incentives as needed to implement the Historic Preservation Plan.

HP-7. The City should consider the impacts of new development on existing historic buildings and resources as a part of its environmental review process and encourage alternatives to demolition.

HP-8. Propose adaptive reuse ideas to encourage the rehabilitation of sites and buildings with unique or significant historic characteristics.

HP-9. Archival quality historical documentation should be required when a historical building cannot be preserved. Buildings eligible for landmark status shall require the most detailed level of archival documentation and/or measured drawings.

HP-10. Require appropriate mitigation measures if demolition is imminent, such as establishing a mitigation fund that could be used to further preservation elsewhere in the City.

HP-11. Future development in the Downtown area should be sensitive to the character of surrounding buildings and the historical context of the area.

HP-12. Retain existing buildings with historic characteristics and research the potential for placing additional buildings on the historic register.

HP-13. Modifications of existing buildings shall consider the appropriate treatment or restoration of historic architectural features.

HP-14. Make restoration of historic buildings known to the public through publication of projects to foster pride in downtown Auburn.

HP-15. The White River Valley Historical Museum is recognized as the primary repository of historic artifacts which relate to the City's historic and cultural heritage.

HP-16. Promote activities that create awareness and support cultivating the heritage of Auburn by offering walking or biking tours, festivals, and other means.

HP-17. Recognize Auburn's past prior to the arrival of settlers by promoting Native American sites and artifacts.

HP-18. Market the economic benefits to business owners and community groups when promoting cultural and historical events to gain a variety of involvement from various sectors in the City.



City of Auburn

Climate Element

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CITY OF AUBURN
WASHINGTON



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Climate Element

Introduction

The Climate Element of the City of Auburn's comprehensive plan is a strategic document to guide policy implementation in Auburn as it pertains to addressing anticipated climate-related changes to the city's and region's local environment. The city is undertaking planning for climate change as a response to House Bill 1181, passed by the Washington State Legislature in July 2023, and which requires that the city adopt climate planning goals, policies, and actions into its comprehensive plan by 2029.

The City of Auburn is choosing to proactively engage in planning for climate change now, as opposed to by 2029. This is in part due to the immediate importance of preparing for climate change, and in anticipation of the expected long-term timelines of a number of climate response strategies.

What does the Climate Element do?

- Identify priority climate-driven natural hazards anticipated to impact Auburn
- Determine community vulnerability, resilience, and risk
- Provide policy guidance for ensuing 20 years of planning for climate change

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The Climate Element is organized by two overarching principles: Resilience and Mitigation. The resilience sub-element will lay out policies and strategies devised to improve the health of Auburn's natural environment and citizens, while protecting local services and assets from negative impacts associated with climate change.

The mitigation sub-element will lay out policies and strategies directed at reducing city and community emissions contributions to global greenhouse gas levels and work to discourage other environmentally harmful actions.

Vision

Nestled in the heart of the Green River Valley with Mt. Rainer as a backdrop, Auburn is a historic and welcoming community with an innovative industrial-based economy and a wealth of outdoor and cultural activities at its doorstep. Yet the vitality, livelihoods, and surrounding environment that make up the fabric of Auburn's community are threatened by human-driven climate change as concentrations of carbon dioxide and other greenhouse gases in the atmosphere continue rising to levels not measured for millions of years. By taking action to mitigate the worst impacts of climate change, Auburn is living out its commitment to its core community values of sustainability, environmental stewardship, and economic vibrancy and ensuring that it remains a livable, sustainable, and safe place to live, work, and visit.

Values

Auburn is a dynamic community with much to offer both residents and visitors. Here, people understand the value of protecting cherished community assets, both urban and natural. With severe climate-driven changes expected to come to Auburn over the coming decades, Auburn's shared community values will stand as clear directions which will shape and guide municipal climate policy. These values are:

Character

Auburn's surrounding natural environment is restored and investments in Auburn's resilience enhance the aesthetic and social qualities of the built environment.

Wellness

Resilience and emissions mitigation investments are grounded in environmental justice and target front-line communities who are most at risk of suffering adverse health impacts as a result of climate-related hazards.

Service

The city ensures the long-term maintenance and protection of vital infrastructure and services in order for residents to continue to rely on them in the face of extreme weather events.

Economy

Auburn is a leader in providing green job opportunities and training and ensures that it remains a vibrant and supportive community in which to conduct business.

Celebration

Places and assets of communal value are protected from degradation under extreme weather events and worsening climatic conditions.

Environment

The natural environment is protected and restored and the built environment appropriately safeguards natural lands.

Sustainability

Activity in Auburn does not deteriorate the local natural environment and its emission contributions continue to decline.

Conditions and Trends

Greenhouse Gas Emissions

In 2007 the City of Auburn joined the U.S. Mayors' Climate Protection Agreement, committing to reducing the city's greenhouse gas (GHG) emissions and subsequently conducted its first GHG emissions inventory, marking 2008 as the baseline year to compare future emissions against. That year, it was revealed that community activities in Auburn – transportation, residential and commercial building energy use, and waste – were responsible for 848,324 metric tons of Carbon Dioxide, CO2 (mtCO2e) emitted. Municipal emissions – emissions directly caused by City of Auburn activity – were revealed to contribute 10,373 mtCO2e that year.[1]

In 2018 the City commissioned its second greenhouse gas inventory and determined that community and municipal emissions had each declined since 2008 despite Auburn's population having grown during this same time period. Community emissions declined by 16% and municipal emissions declined by 19%.

Auburn was able to achieve these reductions through significant cuts to electricity demand on municipal buildings, lower diesel and gasoline community demand due to commute trip reduction plans, and the implementation of waste diversion programs.[2]

Nonetheless, the City's State and County partners have adopted ambitious emissions reductions timelines, and though Auburn has found success in its approach to emissions reduction, the City will have to take on a more aggressive stance of curbing its emissions sources in order to meet its legally mandated reduction targets on time.

1 Cascadia Consulting Group, Inc. Climate Action Plan of the City of Auburn, 2018
2 Cascadia Consulting Group inc. Greenhouse Gas Inventory for the City of Auburn, Washington, 2018

Figure 1 – Municipal Emissions Inventory by Sector ($MTCO_2e$) 2015. Source: Climate Action Plan of the City of Auburn

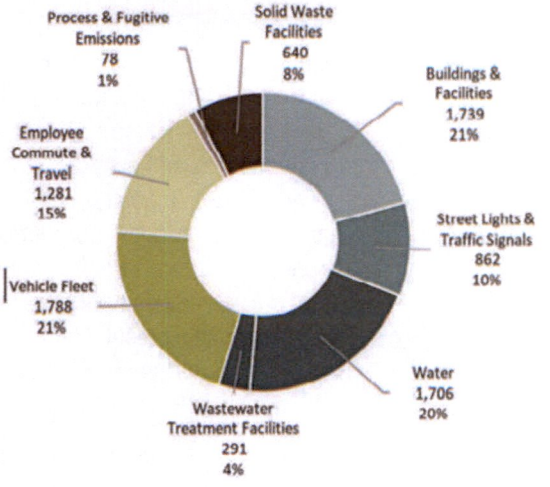


Figure 2 – Community Emissions Inventory by Sector ($MTCO_2e$) 2015. Source: Climate Action Plan of the City of Auburn

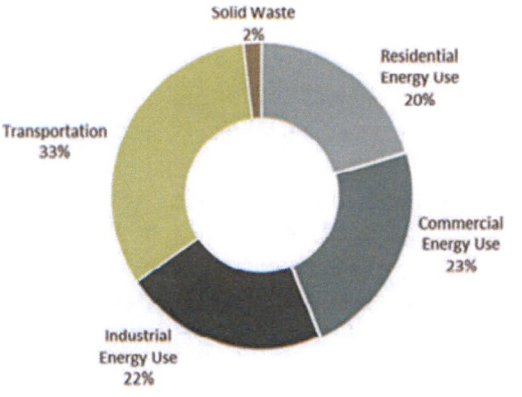


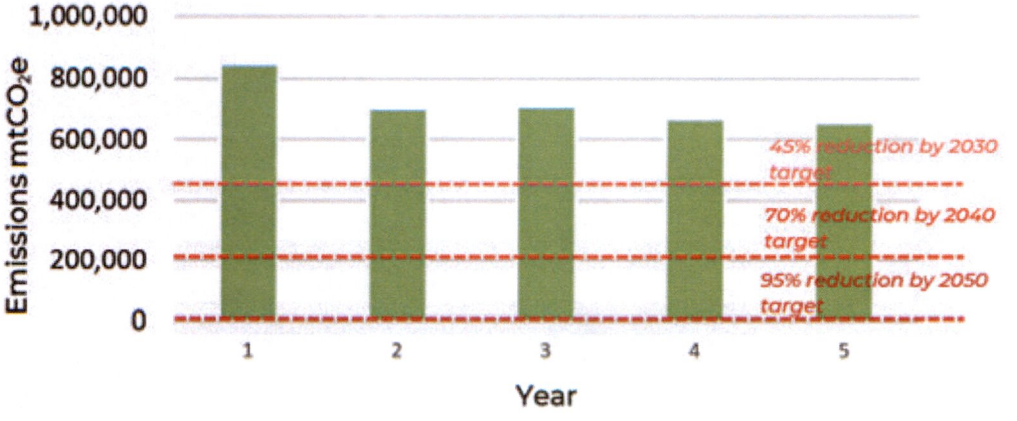
Table 1 – Greenhouse Gas Emissions Reductions Target

	2030	2040	2050
Statewide*	-45%	-70%	-95%
PSRC**	-50%	-	-80%
King County**	-50%	-	-80%
Pierce County*	-45%	-70%	-95%

**Pierce county and statewide targets based on 1990 GHG emissions levels.*
***PSRC and King County targets based on 2007 levels.*

Figure 1 – Auburn Community Emissions Forecast and Reduction Goals.

Source: Greenhouse Gas Inventory for the City of Auburn, Washington (2018)



Identified Priority Climate Hazards

Climate change-related hazards are not expected to impact communities and regions uniformly, some communities may get wetter, others drier, some may be impacted by significant sea-level rise while others will not. Some communities are also going to be more vulnerable to particular climate change-related hazards than others due to the presence or absence of particular infrastructure, its state of repair, and exposure to risk. A community's demographic characteristics may also contribute to its vulnerability; for example, a community with a notable degree of respiratory illness may find it valuable to prioritize preparing for worsening air quality. Each of these are things to keep in mind when identifying priority climate hazards of which are most important to prepare for.

The process of identifying priority climate hazards projected to afflict Auburn relied on the University of Washington's Climate Mapping for a Resilient Washington tool, a climate analysis tool developed to help jurisdictions across Washington understand and visualize various climate change impacts and vulnerabilities across the next century and determine the specific affects.

Priority Climate Hazards Anticipated to Impact Auburn Most

- Rising Temperatures and Extreme Heat
- Severe Storms and Flooding
- Drought and Wildfires

Given the regional context, the characteristics of the city's infrastructure, and the economic and public health vulnerabilities of Auburn at large, the climate-change related hazards which are expected to present the greatest concern for the Auburn community are rising temperatures and exposure to extreme heat, increasingly severe storms and flooding, and more frequent droughts and wildfires.[3]

Rising Temperatures and Extreme Heat

In the Pacific Northwest, average annual temperatures rose 1.5°F over the last century, resulting in a reduction of snowpack across the Cascade Mountains, more frequent droughts, and more extreme heat events. Left unaddressed, the impacts of rising temperatures will have tangible effects on public health and quality of life in Auburn. Warmer temperatures and extreme heat can increase heat stress and worsen air quality, heighten allergy symptoms, and exacerbate respiratory illness. Greater average annual temperatures are also expected to coincide with an increase in the number of very hot days – days over 90°F – which may result in greater health risks to those who work outdoors or vulnerable populations such as the elderly.

Rising temperatures also carry the potential to affect our region's bodies of water and negatively impact the quality of Auburn's natural environment. Warmer streams and lakes can harm fish stocks and produce harmful algal blooms; in 2012 for example, over 80 percent of surveyed streams in King County exceeded state standards for salmon habitat protection. Meanwhile higher temperatures can intensify droughts by reducing snowpack and water storage, leading to a drier landscape in and around Auburn.[4]

Severe Storms and Flooding

Climate change is expected to cause precipitation patterns to shift into the extremes, with far less rainfall occurring in the summer months resulting in drought-like conditions for portions of the year, while heavier-than-normal rains are expected to increase the likelihood and frequency of flooding events the rest of the year.[5]

In Auburn this means greater likelihood for floods in low-lying areas surrounding the Green and White Rivers during severe storms, more potential for landslides along sloped areas of the city as a result of erosion and soil displacement caused by heavy rains, and water quality concerns in the event that runoff exceeds the capacity of existing stormwater management facilities and infiltrates polluted lands. Each of these potential impacts also carry additional concerns for public health, economic activity, the quality of Auburn's natural environment, and produce direct financial costs to Auburn residents.

3 Cascadia Consulting Group, Inc. Climate Element Comprehensive Plan Framework, 2023
4 University of Washington Climate Impacts Group. Climate Mapping for a Resilient Washington, 2022
5 University of Washington Climate Impacts Group

Figure 2 – Projected Change in Days with Maximum Humidex Above 90° in Washington by 2050-2079.

Source: University of Washington Climate Impacts Group (2023)

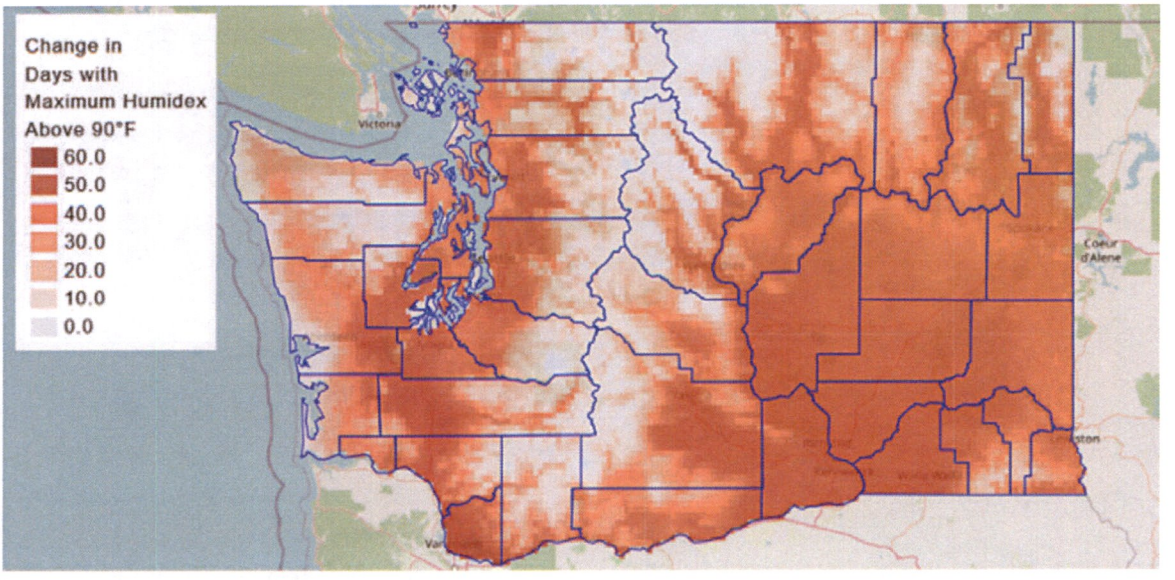
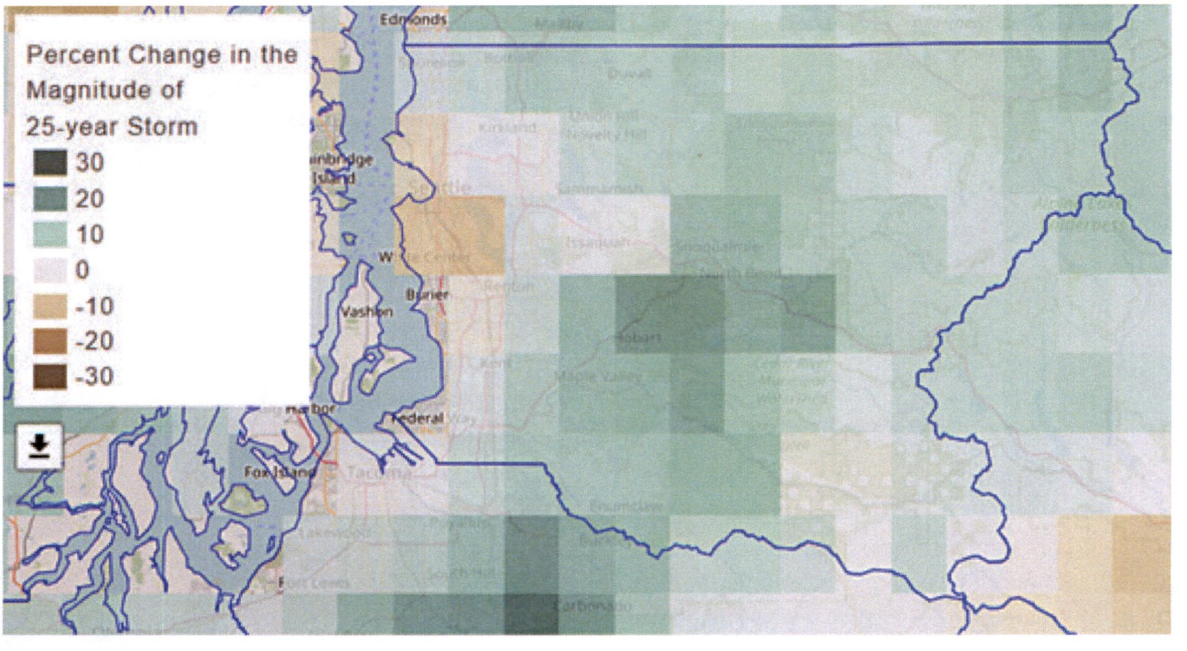
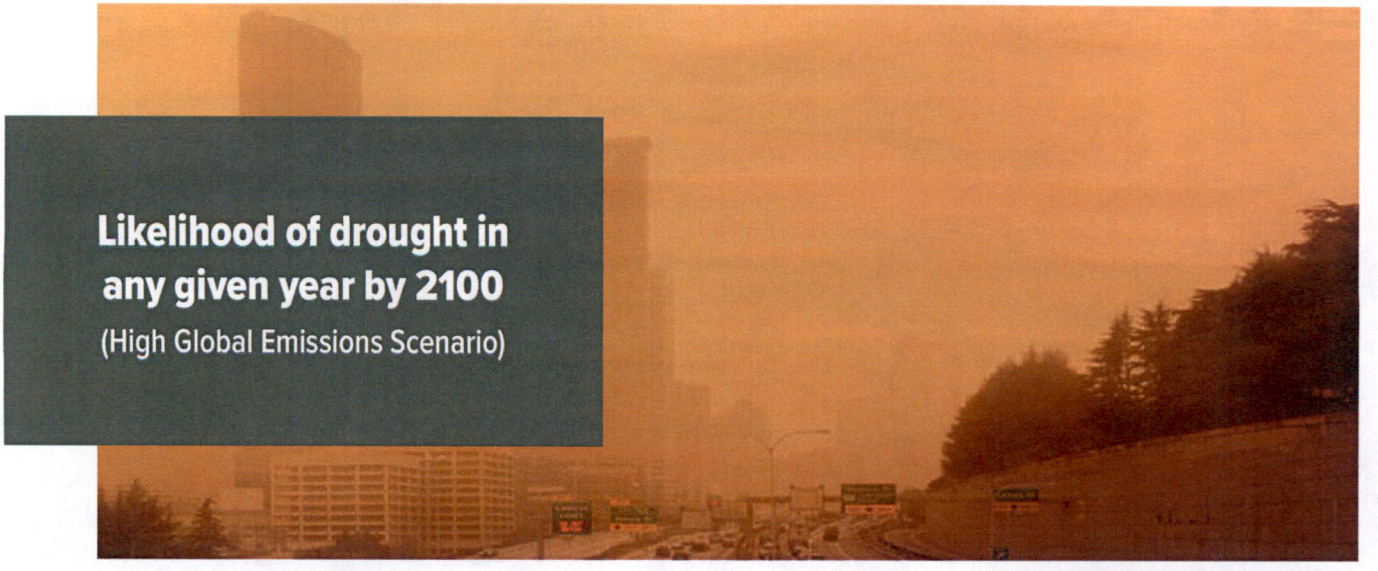


Figure 3 – Projected Percent Change in Magnitude of 25-year Storm inking County by 2020-2049.

Source: University of Washington Climate Impacts Group (2023)





Drought and Wildfires

Places in Washington once thought to have minimal wildfire risk are increasingly becoming less so as global average annual temperatures continue to rise, drying out more and more Washington land which in turn serves as greater reserves of potential fuel for wildfires to spread.

Wildfire risk is expected to grow significantly in many neighboring counties, including King County, increasing the intensity and frequency of days with unhealthy levels of air quality in Auburn due to smoke. This will exacerbate respiratory illness, limit outdoor activities, and harm the natural environment.[6]

If current emissions trends continue, greater conservation of water during drought years will be necessary and increased demand on emergency services in response to reduced access to potable water will become more likely.

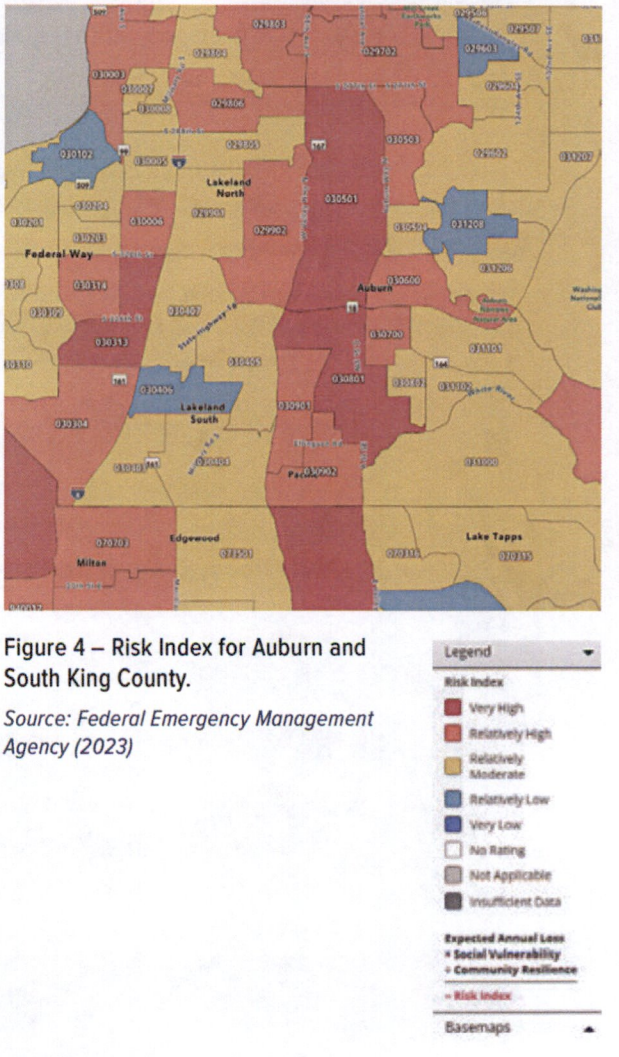


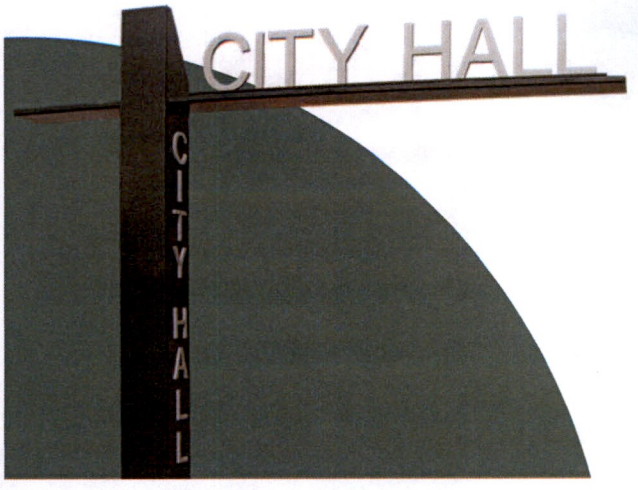
Figure 4 – Risk Index for Auburn and South King County.

Source: Federal Emergency Management Agency (2023)

Risk Index

These identified priority climate hazards are expected to interact with Auburn's prevailing resiliency and vulnerability characteristics in such a way that FEMA has determined that much of Auburn is at relatively high or very high risk of negative impacts from climate change, underscoring the necessity to plan for climate change.[7]

6 Federal Emergency Management Agency. National Risk Index, 2023
7 Federal Emergency Management Agency. National Risk Index, 2023



Climate Policy at a Glance

The state legislature requires that Auburn's Climate Element include several components in order to be in compliance with the Growth Management Act. Likewise, the Climate Element will reflect the requirements set by the Puget Sound Regional Council and Auburn's King and Pierce County partners.

Sub-Elements

The Climate Element will feature goals, policies, objectives, and implementation strategies which will be organized into two sub-elements, one which addresses resilience and one which addresses greenhouse gas emissions mitigation.

Resilience Sub-Element

The first of two sub-elements, the Resilience sub-element will layout methods to address climate resilience, environmental justice, and equity. This section of the Climate element will also identify natural hazards which will be exacerbated by climate change, and the potential approaches to assess community vulnerability. The sub-element will also address conservation of natural areas and the introduction of green infrastructure investments, which will allow Auburn to overcome future hazards.

The Resilience Sub-Element will:

- Take Stock of Assets
- Identify Vulnerabilities
- Assess Risks
- Recommend Protections

Greenhouse Gas Emissions Mitigation Sub-Element

The Emissions Mitigation sub-element will identify significant sources of emissions, establish methods of measuring municipal and community emissions, and set emissions reduction targets to work toward. This is an important aspect of planning for climate change as greenhouse gas emissions are largely contributing to the projected change in global climate.

The Emissions Mitigation Sub-Element will:

- Identify Community and Municipal Emissions
- Establish Reduction Targets
- Recommend Mitigation Efforts

Resilience Sub-Element

The Washington State Department of Commerce defines resilience as, "...the ongoing process of anticipating, preparing for, and adapting to changes in climate and minimizing negative impacts to our natural systems, infrastructure, and communities." Auburn can improve its resilience by introducing mitigation efforts against natural hazards, adapting to unpreventable impacts, protecting and restoring natural areas, and developing recovery responses. The goals, policies, and implementation strategies of the Resilience sub-element are organized into six key themes:

1. Public Health and Community Resilience
2. Infrastructure and Emergency Preparedness
3. Cultural Resources and Practices

4. Water Conservation and Stormwater Management
5. Natural Habitats and Urban Green Space
6. Economic Development

* Policy developed for concurrency with King County's Strategic Climate Action Plan

** Policy developed for concurrency with Washington Department of Commerce Climate Planning guidance

*** Policy developed for concurrency with Puget Sound Regional Council's Vision 2050

Goals, Policies, and Actions

Theme 1. Public Health and Community Resilience

Policies related to identifying climate vulnerable communities, investing in programs and services that reduce vulnerability in vulnerable and frontline communities, and prioritizing green affordable housing should be considered.

Goal 1. Conduct, and periodically update, a climate vulnerability and risk assessment

C-1 * Integrate a climate impacts risk assessment and policies into the local hazard mitigation plan.

C-2 ** Support enhanced data collection for hazard events of all magnitudes to provide a fuller understanding of the community's hazard characteristics — including those affected by climate change.

C-3 *** Promote the use of health impact assessments and other tools to address the potential impacts of health, equity, and climate change on vulnerable communities.

Goal 1 Actions

Action 1.1 *** Conduct, and periodically update, a climate vulnerability and risk assessment that includes a focus on the built environment, community, and natural systems. Support enhanced data collection for hazard events to provide a fuller understanding of the community's hazard characteristics—including identifying demographic groups/community members most vulnerable to climate impacts. Use assessment findings to evaluate changes to comprehensive plan goals and policies and enhance resilience.

Goal 2. Minimize disproportionate impacts of climate change on vulnerable and frontline communities and focus/maximize associated benefits

C-4 * Improve access to services throughout the community by investing in partnerships with frontline communities to co-identify and remove systemic and physical barriers to services that increase climate resilience such as green living environments and adequate public facilities.

C-5 * Identify those communities disproportionately impacted by extreme heat events and prioritize equitable access to emergency preparedness resources for vulnerable populations and areas. Develop and distribute tools and resources for the community to stay safe during extreme heat events.

Goal 3. Prioritize green, affordable housing to meet projected growth and needs of the community

C-6 Support projects that bring renewable energy and/or higher standard of energy efficiency to communities of color, low-income populations, and members of limited-English speaking communities, based on evaluation and assessment of barriers and challenges.

C-7 *** Uphold the Growth Management Act to prioritize dense, mixed use, transit-oriented development (TOD) and affordable housing by encouraging integrated site planning and green building, with a focus on early consideration of these in the site development process. Encourage the location of new green, affordable housing units near community amenities and services, such as transit and green space.

C-8 * Give consideration to and promote a local community response to homelessness with affordable, green housing and those which include supportive services.

Theme 2. Infrastructure and Emergency Preparedness

Policies related to and offering equitable access to adaptation resources (i.e., resilience hubs), developing strategies to aid community members ability to respond to extreme weather events (i.e., extreme heat, wildfire smoke events), and ensuring critical and non-critical infrastructure is resilient in the face of climate change should be considered.

Goal 4. Equitably protect public health and safety by identifying and planning for risks associated with climate change.

C-9 *** Ensure that people, including the community's most vulnerable groups, are resilient to climate and weather-related hazards by better understanding hazard type and impact and equipping people and the community to prepare for and respond to emergency situations.

C-10 *** Develop community-serving facilities augmented to support residents and that coordinate resource distribution and services before, during, and after a hazard event.

C-11 *** Work toward a distribution of growth that promotes equitable access for frontline communities and reduces the potential for displacement through program services such as municipal emergency preparedness with consideration of climate impacts such as extreme heat, flooding, wildfire smoke, and drought.

C-12 *** Factor climate impacts into the planning of operations and coordination of preparedness, response, and recovery activities among first responders and partners, including public health, law enforcement, fire, school, and emergency medical services (EMS) personnel.

Goal 4 Actions

Action 4.1 ** Create evacuation plans and outreach materials to help residents plan and practice actions that make evacuation quicker and safer.

Goal 5. Protect the community from extreme heat impacts and wildfire smoke

C-13 ** Prioritize at-risk community members for actions that mitigate wildfire smoke, including providing filter fans or incentivizing infrastructure updates that protect against wildfire smoke (e.g., HVAC updates and MERV 13 filters for air intake) for facilities that serve high-risk populations.

C-14 * Review and update land use and development codes to encourage the use of passive cooling approaches to reduce urban heat island effects. Utilizing energy efficient cooling technologies, reflective and/or vegetated roofs, and the integration of trees where appropriate, landscaping, and green space should be implemented to help reduce the health effects of extreme heat on frontline communities and vulnerable populations.

C-15 * Encourage the use of methods that contribute to improved indoor air quality during wildfire smoke events.

C-16 ** Develop and implement notification alerts within the community to reduce the risk of exposure to wildfire smoke and particulate matter.

C-17 ** Promote equitable access to green space within a half-mile of all community members.

C-18 ** Support programs to distribute cooling units and install heat pumps, prioritizing households with residents (e.g., low-income seniors) most vulnerable to extreme temperature events.

Goal 5 Actions

Action 5.1 * Develop and implement an urban heat resilience plan or strategy that includes heat mitigation and management actions to prepare for and respond to chronic and acute heat risk in the community. The strategy should be informed by urban heat island mapping and may include coordinated efforts such as cooling centers, early warning systems, development/ land use codes, and energy grid resilience. Utilize the King County Extreme Heat Mitigation Strategy to align with county planning efforts.

Action 5.2 * Develop community wildfire preparedness, response, and recovery plans as part of local hazard mitigation plans.

Action 5.3* Provide community education and outreach on flood mitigation best management practices and expand household-level wildfire mitigation assistance.

Action 5.4 * Provide community education and outreach on wildfire smoke mitigation best management practices. Ensure outreach is accessible and prioritize frontline communities.

Action 5.5 ** Develop and implement a wildfire smoke resilience strategy in partnership with local residents, emergency management officials, regional clean air agency officials, and other stakeholders.

Action 5.6 ** Develop and implement an urban heat resilience strategy that includes land use, urban design, urban greening, and waste heat reduction actions.

Goal 6. Ensure that infrastructure (critical and noncritical) and utilities are resilient to climate change impacts (e.g., precipitation events and stormwater flooding)

C-19 * Integrate local climate impacts risk assessment into hazard mitigation planning.

C-20 *** Factor climate impacts into the planning of operations and coordination of preparedness, response, and recovery activities.

C-21 * Encourage coordination and support public education by utility providers that raises awareness of the need for water and energy conservation and empowers individuals across diverse audience segments to take action.

C-22 *** Account for climate change impacts in planning, designing, and operating stormwater management approaches, including stormwater infrastructure and stormwater best management practices.

C-23 * Identify areas prone to flooding and encourage the reduction of flooding through improvements to drainage systems, particularly in traditionally underserved areas.

C-24 ** Incorporate post-wildfire debris flow and flooding hazard information into critical area delineation in fire-prone communities.

Goal 6 Actions

Action 6.1 ** Develop and improve transportation network with consideration of infrastructure within floodplains and other critical areas to provide for alternate routes and network resiliency.

Action 6.2 ** Analyze how the municipal water system maintains adequate pressure during major drought events as well as under reasonably forecasted drought conditions.

Goal 7. Provide all residents an equitable opportunity to learn about climate impacts, influence policy decisions, and take action to enhance community resilience through community engagement efforts.

C-25 ** Create and implement culturally contextualized outreach and education initiatives and materials that will inform the community about near-term and longer-term climate change threats and ways that the community can prepare and build resilience to these changes.

C-26 ** Build and support partnerships with community organizations with the capacity and relationships to convene diverse coalitions of residents and to educate and empower them to implement climate resilience actions.

C-27 ** Cultivate relationships with climate justice coalitions that can help facilitate frontline community learning and engagement that links local issues with regional and statewide issues.

Theme 3. Cultural Resources and Practices

Additional policies related to assessing climate vulnerability of the city's historic resources and establishing and maintaining government-to-government relations with tribes related to preserving sites should be considered.

Goal 8. Protect and preserve cultural resources and practices to build resilient communities and ecosystems in the face of climate change

C-28 ** Promote or work with partners to establish a native plant nursery and seed bank to support long-term restoration and carbon sequestration efforts.

C-29 ** Maintain government-to-government relations with Native American tribes for the preservation of archaeological sites and traditional cultural properties that are vulnerable to climate impacts.

Theme 4. Water Conservation and Stormwater Management

Policies that link climate change with water conservation efforts and stormwater management should be considered.

Goal 9. Protect and preserve water quantity and quality from drought, extreme heat, and other hazards exacerbated by climate change consistent with the Utilities element

C-30 ** Utilize water conservation methods and technologies in development of irrigation infrastructure within parks and recreation areas to foster climate resilience.

C-31 *** Promote water conservation through management of water resources, including efficient irrigation, preventative maintenance, efficient plant selection, and landscape management. Goal 10. Account for climate change impacts in planning, designing, and operating stormwater management approaches consistent with the Comprehensive Storm Drainage Plan

C-32 *** Identify opportunities to retrofit undersized stormwater infrastructure and areas with uncontrolled runoff to improve flow control and water quality, with a priority on locations providing the most benefit, are identified to be most vulnerable to extreme precipitation climate impacts, and are communities that have been historically under-resourced.

Goal 9 Actions

Action 9.1 * Review and update development codes and design standards for requirements for stormwater facility sizing, low-impact development, adopt nature-based solutions, and minimize impervious surface areas in private development and city capital improvements to be consistent with the requirements of the City's NPDES Phase 2 Permit.

Theme 5. Natural Habitats and Urban Green Space

Additional policies that speak to tree management and link the protection of healthy habitats to climate resiliency should be considered.

Goal 10. Support preservation and access to green and open spaces

C-33 * Ensure equitable access to parks, green space, and recreational services for all residents consistent with the Land Use Element.

Goal 11. Protect and enhance the climate resilience of urban forests by implementing climate-smart forest management

C-34 ** Encourage participation in Washington's small forest landowner assistance cost-share and stewardship programs.

Goal 11 Actions

Action 11.1 * Review, update, and implement tree protection codes to increase tree retention. Encourage the protection, maintenance, and expansion of tree canopy throughout the community, prioritizing residential and mixed-use areas with the least current tree canopy to equitably distribute benefits.

Action 11.2 ** Adopt an urban forest master plan and implementing ordinances to maintain and expand tree canopy cover, improve tree and watershed health, prioritize carbon sequestration, and build climate resilience.

Goal 12. Ensure the protection and recovery of ecosystems to provide healthy habitat in a changing climate

C-35 ** Ensure no net loss of ecosystem composition, structure, and functions, especially in Critical Areas, and strive for net ecological gain to enhance climate resilience in accordance with the Land Use Element and as may be feasible.

C-36 ** Identify opportunities to expand habitat protection and improve habitat quality and connectivity to foster climate resilience using conservation area designations, buffers, and open space corridors.

C-37 ** Commensurate with resources provided the city should implement actions identified in restoration and salmon recovery plans to improve climate resilience of streams and watersheds.

C-38 ** Commensurate with resources provided the city should protect and restore riparian vegetation to reduce erosion, provide shade, and support other functions that improve the resilience of streams to climate change.

Theme 6. Economic Development

Policies related to developing a green job strategy, equitable access to green job training (including education and workforce training), and a just transition should be considered.

Goal 13. Increase access of green jobs, with special consideration to increasing access for frontline communities.

C-39 *** Develop a green workforce that is representative of the diversity of the city's communities and reflects the diverse skill sets, knowledge systems, and experiences of communities through targeted hiring, workforce development, community agreements, and creating intentional pathways for frontline communities across sectors and seniority levels. A Green Workforce refers to jobs that help advance toward a more sustainable society and help to transition from over-dependence on oil industries and reducing greenhouse gas emissions.

C-40 ** Ensure that the Comprehensive Emergency Management Plan responds to the impacts of climate change and identifies roles and responsibilities to support a sustainable economic recovery after a disaster.

C-41 ** Support local businesses' efforts to generate and store renewable electricity on-site, which can provide back-up power during emergencies and help ensure continuity of operations.

C-42 *** Promote local industrial development to support a circular economy that increases demand for recycled materials and reduces demand for new raw materials and their inherent carbon emissions.

Goal 13 Actions

Action 13.1 * Develop a green jobs strategy in partnership with community groups, community resources such as Green River College, frontline communities, and businesses that:

1. supports sustainable practices, green skills development, and the low carbon transition of the city's impacted industries.
2. develop pathways for youth and impacted workers to transition into green jobs.
3. ensures opportunities (e.g., local hiring requirements) for these jobs.

Emissions Mitigation Sub-Element

Global climate change and its localized effects are an immediate consequence of overabundant levels of greenhouse gases permeating Earth's atmosphere and causing heat to be retained on our planet rather than radiate outward. This is why it is critical to eliminate the emission of greenhouse gases as part of widespread human activity. Actions taken to reduce or eliminate the emission of greenhouse gases constitute emissions mitigation. To mitigate its emissions, Auburn must update its municipal and community emissions inventories, identify reduction targets, and target policies and investments to meet them, considerate of available resources. The goals, policies, and implementation strategies of the Emissions Mitigation sub-element are organized into four key themes:

1. Transportation and Planned Development
2. Renewable Energy and Energy Efficiency
3. Waste Management and Circular Economy
4. Natural Habitats and Urban Green Space

* Policy developed for concurrency with the King County Regional Hazard Mitigation Plan, including the City of Auburn annex

**Policy developed for concurrency with King County's Strategic Climate Action l1Plan

*** Policy developed for concurrency with Washington Department of Commerce l11climate planning guidance

**** Policy developed for concurrency with Puget Sound Regional Council's Vision 11112050

Goals, Policies, and Actions

Theme 7. Transportation and Planned Development

Additional policies related to electric vehicles (EVs) and EV infrastructure, reducing vehicle miles traveled, and supporting increased density in transit-oriented areas.

Goal 14. Reduce GHG emissions by prioritizing accessible multi-modal and low-carbon transportation options

C-43 *** Prioritize investments that expand and implement active transportation options, including bicycling and walking, that improve access to transit.

C-44 * Encourage the prevention of displacement of households and businesses from transit-oriented locations, with a focus on low-income households and small businesses, as appropriate.

Goal 14 Actions

Action 14.1 * Encourage increased density near transit-oriented locations to allow for a variety of housing types that support local business and residents. This can be accomplished through zoning regulations.

Goal 15. Increase the percentage of EV and other low-emission transportation modes operating within the city

C-45 * Work with utility providers and other partners (e.g. developers and EV companies) to encourage increased access to EV charging where it is needed and expand EV charging readiness for buildings by administering and enforcing the Washington State Building Code. Achievement will be commensurate with financial resources and availability of the vehicles, and associated infrastructure, where appropriate. Expansion of access and opportunity for EV charging will be achieved in part through enforcement of Washington State Building Code requirements. These requirements include:

- Installation of a dedicated circuit for EV charging at the time of construction of all new dwelling units
- Installation of EV Charging Stations, EV-Ready Parking Spaces, and EV-Capable Parking Spaces as a proportional quantity of total parking required for new commercial development projects
- Installation of EV Charging Stations, EV-Ready Parking Spaces, and EV-Capable Parking Spaces as a greater proportional quantity of total parking required for new developments that include multiple residential or sleeping

units such as apartments, hotels, and congregate living facilities

C-46 *** Support state and regional requirements for electric delivery vehicles and Transportation Network Corporations (TNC's).

Goal 16. Reduce greenhouse gas emissions by promoting densification and efficient land uses in mixed-use urban villages near transit corridors

C-47 *** Prioritize dense, mixed use, transit-oriented development, and affordable housing in Auburn and the downtown regional growth center.

Goal 16 Actions

Action 16.1 * Adopt "missing middle" housing policies and codes to allow for broader housing types in single family zones, particularly near transit, to promote affordability for current and future residents.

Theme 8. Renewable Energy and Energy Efficiency

Policies aimed at transitioning to renewable energy sources, promoting energy conservation and efficiency measures, building grid resilience, and educating homeowners about energy efficiency upgrades should be considered.

Goal 17. Reduce greenhouse gas emissions by transitioning to renewable energy sources, decarbonizing buildings, and increasing energy efficiency

C-48 ** Retrofit municipal buildings for energy efficiency, as resources allow.

C-49 ** Promote improved energy efficiency in existing commercial and residential buildings by offering expedited permitting process, limiting administrative barriers, and reducing costs for residential solar projects.

C-50 *** Maximize renewable energy sources for the supply of electricity and heat to new and existing residential and commercial building construction through administration and enforcement of the Washington State Energy Codes, both commercial and residential. This will also ensure new development accounts for future solar systems and include solar readiness zones, structural integrity, and electrical service capacity in the design and planning of new commercial buildings.

C-51 ** Retrofit publicly owned buildings with solar panels and electric heat pumps, as structural stability and resources allow.

C-52 *** Support and expand building energy efficiency retrofit programs to reduce building energy use and improve energy resilience, including a focus on affordable housing.

C-53 * Explore and promote low interest loan options and incentive programs to finance energy efficiency upgrades for commercial and residential buildings, while seeking other finance mechanisms to fill in potential funding gaps. Investments and programs should be prioritized in historically underserved areas.

C-54 * Develop energy efficiency outreach programs for residents and businesses by partnering with Puget Sound Energy (PSE) and other local jurisdictions with the goals to identify and select appropriate and cost-effective energy improvements. This could involve supporting local schools in integrating climate and sustainability education into curriculum.

C-55 * Building on proposed WA state policy, strengthen energy efficiency codes to reflect best practices and meet established energy targets (e.g., require energy use disclosure and benchmarking for buildings, starting with commercial and multifamily buildings over a size threshold).

C-56 *** Expand local onsite renewable energy production, such as through installation at municipal facilities, support of incentive programs, and coordination of community-based partnership projects and programs.

C-57 ** Encourage additional net-zero greenhouse gas emission features in all new residential and commercial structures.

C-58 * Incentivize electric heat pumps and restrict natural gas in new commercial and residential construction through administration and enforcement of the Washington State Energy Code.

C-59 ** Phase out natural gas use in existing publicly owned facilities by 2040 and retrofit with electric heat pumps as resources allow.

C-60 ** Encourage all new publicly owned buildings to be

powered 100% by renewable energy as availability and resources allow, and evaluate opportunities to retrofit municipal buildings for energy efficiency as resources allow.

C-61 ** Develop low-energy-use requirements and building code compliance for residential buildings as incorporated in state building codes.

C-62 *** Educate community members about incentives for emerging alternative energy technology, such as tax exemptions for solar installations, and increase community awareness of existing solar arrays and water heating systems in the city.

Goal 18. Promote a diverse, clean, efficient grid that increases the grids reliability as demand increases

C-63 * Work with and encourage Puget Sound Energy (PSE) to plan, site, build and maintain an electrical system that meets the needs of existing and future development, and provides highly reliable service for City customers and coordinate with non-city utility providers to ensure planning for system growth consistent with the city's Comprehensive Plan and growth forecasts.

C-64 * Advocate for increased grid reliability through state and utility regulatory rulemaking and legislation that supports demand response and environmentally responsible storage technologies that reduce peak load and provide grid flexibility.

C-65 * Advocate for energy utilities to adopt efficient practices and explore alternative energy resources, in order to help meet long-term energy needs and reduce environmental impacts associated with traditional energy supplies.

Theme 9. Waste Management and Circular Economy

Policies aimed at supporting a circular economy, supporting urban agriculture and local food production, encouraging composting, enforcing sustainable construction and demolition (C&D) practices, and environmentally friendly purchasing policies should be considered.

Goal 19. Reduce greenhouse gas emissions from materials and organic waste by minimizing waste generation

C-66 * Encourage local food production, processing, and distribution through the support of home and community gardens (i.e., P-Patches), farmers' markets, community kitchens, and other collaborative initiatives which provide healthy foods and promote food security.

C-67 * Promote prevention and redistribution of food waste, such as through expanding and encouraging community and school gardens, urban agriculture, and farmers markets and working with local grocery stores to support a food donation program to send surplus food.

C-68 * Support extended producer responsibility (EPR) related policies and actions that require companies that make consumer products fund the residential recycling system and that ensure that packaging and paper products actually get recycled.

Goal 19 Actions

Action 19.1 * Update municipal solid waste contract policies and programs to encourage waste prevention and take-back programs, maximize diversion, ensure efficient collection routes, and promote hybrid and electric vehicles to transport and collect waste.

Goal 20. Reduce greenhouse gas emissions from materials and organic waste by maximizing waste diversion

C-69 ** Encourage recycling of construction and demolition debris.

C-70 ** Use recycled materials in the construction of transportation and other infrastructure facilities, as resources allow and to the extent feasible.

Goal 20 Actions

Action 20.1 * Expand commercial recycling and organics collection and service, including making recycling and organics disposal as convenient as garbage service and adequate to serve the number of tenants. Implement compost requirements for food businesses in accordance with HB 1799. Consider the implications of implementing an organics disposal bans and/or requiring services.



Action 20.2 * Expand recycling and compost service for single-family and multifamily properties and provide technical assistance to help compost successfully. Consider the implications of implementing an organics disposal bans and/or requiring services.

Action 20.3 ** Support a business technical assistance program to increase recycling and reduce waste.

Action 20.4 ** Support a program that will enable recycling of all construction and demolition debris.

Action 20.5 * Support development, implementation, and enforcement of construction and demolition (C&D) recycling and deconstruction ordinances.

Theme 10. Natural Habitats and Urban Green Space

Protect and enhance carbon sinks like forests and urban green spaces, establish green belt of parks with connections to housing, schools, and businesses.

Goal 21. Protect and enhance land carbon sinks (e.g., trees, urban green space) to mitigate GHG emissions

C-71 ** Require open space set-asides (such as parks) for new development when appropriate.

C-72 *** Maximize tree canopy coverage in surface parking lots to mitigate the negative impacts of urban heat islands caused by excessive impervious surfacing.

C-73 ** Improve and expand urban forest management to maximize or conserve carbon storage.

C-74 *** Manage natural lands (forests, grasslands, wetlands) to maintain and/or increase their carbon concentrations. Avoid the conversion of carbon-rich ecosystems. Prioritize increasing tree canopy cover and open space in overburdened frontline communities.

C-75 * Increase resilience to flooding, protect, and where possible, enhance, and restore existing flood storage, conveyance, and ecological functions and values of floodplains, wetlands, and riparian corridors as resources allow.

Glossary of Terms

Algal bloom

A rapid growth of microscopic algae or cyanobacteria in water. Algal blooms can often be harmful to the surrounding environment and human health.

Adaptation

The process of adjusting to new (climate) conditions in order to reduce risks to valued assets.

Assets

People, resources, ecosystems, infrastructure, and the services they provide. Assets are the tangible and intangible things people or communities value.

Climate change

A change of climate attributed directly or indirectly to human activity that alters the composition of the global atmosphere.

*RCW 28B.30.640(3)

Drought

In Washington, the legal definition of drought is based on water availability. A drought emergency is declared when water supply conditions are expected to fall below 75 percent of average, and there is potential for undue hardships due to low water supply.

Ecosystem

A biological environment consisting of all the living organisms or biotic component in a particular area, and the nonliving, or abiotic component, with which the organisms interact such as air, soil, water, and sunlight.

Environmental justice

The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Erosion

The wearing away of rock or soil and the movement of the resulting particles by wind, water, ice, or gravity, usually excluding mass movements.

Exposure

The presence of people, assets, and ecosystems in places where they could be adversely affected by hazards.

Extreme heat

Summertime temperatures that are much hotter and/or humid than average.

Extreme weather event

A time and place in which weather, climate, or environmental conditions – such as temperature, precipitation, drought, or flooding – rank above a threshold value near the upper or lower ends of the range of historical measurements.

Frontline community

People who experience the first and worst consequences of climate change. Such residents' health and livelihoods are often highly vulnerable to climate-exacerbated hazards and economic disruptions, and their communities often lack basic support infrastructure and suffer disproportionately from the compounding impacts of pollution, discrimination, racism, and poverty.

Greenhouse gas

Gases such as carbon dioxide, methane, nitrous oxide, and certain synthetic chemicals which trap some of the Earth's outgoing energy, retaining heat in the atmosphere.

Hazard

An event or condition that may cause injury, illness, or death to people or damage to assets.

Mitigation

Actions taken to reduce or eliminate the emissions of greenhouse gases (present and future) in order to reduce the rate and extent of climate change damage.

Resilience

The ongoing process of anticipating, preparing for, an adapting to changes in climate and minimizing negative impacts to our natural systems, infrastructure, and communities.

Risk

The potential for negative consequences where something of value is at stake. In the context of climate change, this term is often used to refer to the potential for adverse consequences of a climate-related hazard. Risk can be assessed by multiplying the probability of a hazard by the magnitude of the negative consequences or loss.

Severe storm

A storm is classified as 'severe' when it produces hail one inch in size or greater, winds in excess of 57.5 miles per hour, or a tornado.

Stormwater runoff

Water originating from rainfall and other precipitation becomes surface flow or interflow.

Vulnerability

The propensity of predisposition of assets to be adversely affected by hazards. Vulnerability encompasses exposure, sensitivity, potential impacts, and adaptive capacity.

Acronyms

CO2	Carbon Dioxide
C & D	Construction and Demolition
FEMA	Federal Emergency Management Agency
GHG	Greenhouse Gas
HVAC	Heating, Ventilation, and Air Conditioning
EMS	Emergency Medical Services
EPR	Extended Producer Responsibility
EV	Electric Vehicle
MERV	Minimum Efficiency Reporting Value
mtCO2e	Metric Ton CO2 Emission
TNC	Transportation Network Corporation
TOD	Transportation Oriented Development

CITY OF AUBURN WASHINGTON

AGENDA BILL APPROVAL FORM

Agenda Subject:
Resolution No. 5782 (Council) (60 Minutes)

Date:
August 7, 2024

Department:
City Council

Attachments:
Council Rules Of Procedure, All revisions shown in track changes
Council Rules Of Procedure, All revisions accepted with no track changes
Exhibit A - Policies
Bothell
Lacey
Vancouver

Budget Impact:
Current Budget: $0
Proposed Revision: $0
Revised Budget: $0

Administrative Recommendation:

For discussion only.

Background for Motion:

Background Summary:

The Council Rules of Procedure Ad Hoc Committee met several times. The Committee consists of Councilmembers Hanan Amer as the Chair, Tracy Taylor and Yolonda Trout-Manuel. All suggested changes are shown in track changes.

In addition to the draft Rules of Procedure provided, the Ad Hoc Committee agreed that additional details are needed under Section 13 pertaining to filling a vacant Council position. Exhibit B includes three examples from other cities (Lacey, Bothell, and Vancouver). Each of these examples articulate greater detail and structure in such areas as advertising the vacancy, reviewing applications, conducting interviews and making a final decision. Auburn City Council Rules of Procedure lack any details regarding this approach. In late 2022 and early 2023 City Council had to develop their approach for filling a vacancy without the benefit of an already written outline. Given that Washington State Statute requires City Council to take action to fill a vacancy within 90 days, precious time is lost if the approach to filing the position has to be developed within that window of time (if 90 days pass without the position being filled, the authority to fill the position redirects to the County).

Reviewed by Council Committees:

Councilmember: Hanan Amer
Meeting Date: August 12, 2024

Staff:
Item Number:

Council Rules of Procedure – All Revisions Shown In Track Changes

RULES OF PROCEDURE OF THE CITY COUNCIL OF

THE CITY OF AUBURN, WASHINGTON

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RULES OF PROCEDURE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON

SECTION 1
AUTHORITY

Pursuant to RCW 35A.12.120, the Auburn City Council establishes the following rules for the conduct of Council meetings, proceedings, ~~and~~ business, and the maintenance of order. These rules shall be in effect on adoption by resolution of Council and until they are amended, or new rules are adopted. The Deputy Mayor will coordinate a review of these rules at least once every calendar year.

SECTION 2
COUNCIL MEETINGS

All meetings of the City Council shall be open to the public and all persons shall be permitted to attend, both in person and virtually, any meeting of this body, except as provided in RCW Chapter 42.30. The City Clerk[1] is responsible for preparing agendas for all City Council meetings.[2]

The City Clerk is responsible for preparing action minutes of all of the Council meetings~~,~~ that contain an account of all official actions of the Council. Council meetings shall be electronically recorded and retained for the period of time as provided by State law.

2.1 **Regular Meetings.** Regular M~~m~~eetings of the City Council shall be held at 7:00 p.m. on the first and third Mondays of every month in the City Hall Council Chambers located at 25 West Main Street, Auburn, Washington.[3] ~~The regular meeting location may be changed by a majority vote of the City Council.~~

A. If a scheduled Regular Council meeting falls on a legal holiday, the meeting shall be held at 7:00 p.m. on the first business day following the holiday.

B. The Mayor, as P~~p~~residing O~~o~~fficer, shall be seated at the center of the dais, and the Deputy Mayor shall be seated to the P~~p~~residing ~~o~~Officer's immediate left. When the Deputy Mayor is acting as the P~~p~~residing O~~o~~fficer, in the absence of the Mayor, the Deputy Mayor shall be seated in the center of the dais. ~~-~~The seating arrangement for the other members of the Council shall be as determined and directed by the Deputy Mayor. The seating arrangement will be decided once every calendar year.

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[1]The City Clerk may delegate any of the duties in these Rules to staff.
[2]ACC 2.03.100
[3]ACC 2.06.010(A), 2.06.020

[See ACC 2.06.010 (Ord. 3916 § 1, 1983; 1957 code § 1.04.010); ACC 2.06.020 (Ord. 3759 § 1, 1982; 1957 code § 1.04.020); ACC 2.06.030 (1957 code § 1.04.060); ACC 2.06.080 (1957 code § 1.04.090).]

2.2 **Study Sessions.** Study Sessions of the City Council shall be held at 5:30 p.m. on the second, fourth, and fifth Mondays of every month in the City Hall Council Chambers located at 25 West Main Street, Auburn, Washington.[4] ~~The regular meeting location, including making the location a virtual forum, for Study Sessions may be changed by a majority vote of the City Council.~~

A. If a scheduled Study Session falls on a legal holiday, the meeting shall be held at 5:30 p.m. on the first business day following the holiday.

B. Study Sessions seating arrangement shall be located in the floor space directly in front of the dais, unless there is a public health emergency in effect. The table layout for Council, ~~and~~ presenters, and speakers shall be done in such a way as ~~–~~to provide for maximum visibility of all attendees. The Deputy Mayor and the Special Focus Area C~~c~~hairperson for the scheduled focus area, as set out by ~~per~~ the agenda, shall be at a designated head table. No particular seating arrangement shall be required for other members of the Council, or for the Mayor, for Study Sessions.

C. The Council shall not take final action at a Study Session. For purposes of this rule, "final action" by the C~~c~~ouncil means a collective positive or negative decision, or an actual vote on a motion, proposal, resolution, order, or ordinance.[5] Procedural parliamentary motions are not considered final action.

2.3 **Special Meetings.** A S~~s~~pecial M~~m~~eeting of the City Council may be called by the Mayor or any three members of the Council by written notice delivered to each member of the Council at least 24 hours before the time specified for the proposed meeting. Meeting notices shall be delivered by reasonable methods. Those methods can include email notification in addition to notice on the agency's website and principal location. The City Clerk shall provide the written notices.~~–~~ No ordinance or resolution shall be passed, or contract let or entered into, or bill for the payment of money allowed, at any special meeting unless public notice of that meeting has been given by notice to the local press, radio, and television that is reasonably calculated to inform the city's inhabitants of the meeting.[6]

[See ACC 2.06.040 (1957 code § 1.04.070).]

2.4 **Emergency Meetings.** Emergency M~~m~~eetings may be called by the Mayor or P~~p~~residing O~~o~~fficer in case of an emergency. Meeting site notice requirements do not apply.

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[4] ACC 2.06.010(B), 2.06.020
[5] RCW 42.30.020(2)
[6] ACC 2.06.040; RCW 35A.12.110

In the event of an emergency, Council may vote on emergency expenditures pursuant to RCW 35A.34.140 and 35A.34.150.

2.5 **Closed or Executive Sessions.** A Council meeting that is closed to the public. Council, the Mayor, City Attorney, and authorized staff members and/or consultants may attend.

Closed and Executive Ssessions may be held during Regular Mmeetings, Study Session Mmeetings, and Special Mmeetings of the City Council, and will be announced by the ~~p~~Presiding ~~o~~Officer. Closed and Executive Ssession subjects are limited to considering those matters permitted by State law.[7]

2.6 **Cancellation of Meetings.** Meetings may be canceled by the Mayor with the concurrence of the Deputy Mayor or, in the absence of either, by the Mayor or the Deputy Mayor, or in the absence of both, by the Ppresiding Oofficer or by a majority vote of the City Council, and proper notice given by the City Clerk.

2.7 **Quorum.** Four (4) or more Councilmembers will constitute a quorum for the transaction of business.

SECTION 3
ORDER OF BUSINESS FOR
REGULAR COUNCIL MEETING AGENDA

All items to be included on the Council's agenda for consideration should be submitted to the City Clerk~~,~~ in full by 5:00pm on the Wednesday ~~in full by 12:00 Noon on the Tuesday~~ preceding each R~~r~~egular Council Mmeeting. The City Clerk shall then prepare a proposed agenda according to the order of business, for approval by the Mayor, or their designee, provided the approval shall be exercised in a manner consistent with ACC 2.03.100. A final agenda will then be prepared by the City Clerk and distributed to Councilmembers as the official agenda for the meeting.

3.1 The agenda format of the Regular City Council meeting shall be as follows:

A. **Call to Order.** The Mayor shall call the meeting to order.

B. **Land Acknowledgement.** The Mayor shall make a land acknowledgement.

C. **Public Participation.** This is the place in the agenda where the public is informed on how to participate in the public meeting and/or instructed on the available options to view the public meeting.

[7] RCW 42.30.110(1), 42.30.140

D. **Pledge of Allegiance**. The Mayor, Councilmembers and, at times, invited guests will lead the Pledge of Allegiance.

E. **Roll Call**. The City Clerk will call the roll.

F. **Announcements, Proclamations and Presentations**. A proclamation is defined as an official announcement made by the Mayor or the City Council regarding a non-controversial event, activity, or special interest group which has a major city-wide impact.

G. **Appointments**. Appointing individuals to various committees, boards and commissions. Confirmation of appointments, where confirmation is called for, may be preceded by discussion in Eexecutive Ssession, where appropriate.

H. **Agenda Modifications**. Changes to the Council's published agenda are announced at this time.

I. **Public Hearings and Appeals**. Individuals may comment on public hearing and appeal items by submitting written comments to the City Clerk in advance of the public hearing or by participating in the forum designated by the public hearing notice. However, if an appeal is a closed-record appeal, the matter shall be considered only based on information, evidence, and documents in the record. Argument on the appeal shall refer only to matters, information, documents, and evidence presented at the underlying hearing from which the appeal is taken. ~~and~~ Nno new information, evidence, or documents may be added. ~~and~~ argument on the appeal may only deal with information, evidence, and documents in the record. The Ppresiding ~~o~~Officer will state the public hearing and/or appeal procedures before each hearing.

J. **Public Comment.** Members of the public may comment on any matter related to City business under the Public Comment portion of the meeting agenda. Section 10 of these Rules sets forth the procedures for receiving public comments.

K. **Correspondence**.

L. **Council Ad Hoc Committee Reports**. Council Aad H~~h~~oc Committee Chairs, or designee, may report on the status of their Aad H~~h~~oc Council Committees' progress on assigned tasks and may give their recommendations to the City Council, if any. ~~The Chair of an ad hoc committee must notify the Mayor, Deputy Mayor, City Clerk, and most senior member of the ad hoc committee in advance of any anticipated absence.~~

M. **Consent Agenda**. Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include, but are not limited to, the following. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action. The Chair for a Special Focus Area may speak to any of the items on the Consent Agenda that are relevant to the Special Focus Area that they are assigned.

1. Approval of minutes.

2. Fixing dates for public hearings and appeals.

3. Approval of claims and vouchers, bid awards, and contracts.

4. Approval of surplus property.

5. Other items designated by the City Council.

N. **Unfinished Business**. Unfinished business of a general nature that was considered by Council at a previous business meeting.

O. **New Business**. Business, other than ordinances and resolutions, that has not been previously before the City Council and items that are removed from the Consent Agenda for separate discussion and action. Councilmembers are ~~encouraged~~ required to provide the Mayor and~~or~~ Deputy Mayor information regarding the topic of any new business 48 hours prior to the Council meeting.

P. **Ordinances**.

1. All ordinances shall be in writing. Titles may be read aloud before the ordinance is voted on. Any C~~c~~ouncilmember may request a full reading of the text of a proposed ordinance before the vote on its adoption. The request for a full reading of an ordinance does not need to be voted on. However, the request for a reading of the title of the proposed ordinance, or a full reading of the text of the proposed ordinance, may be waived by a majority of the ~~c~~Councilmembers in attendance at the C~~c~~ouncil M~~m~~eeting.

2. Before any ordinance is considered for adoption by the City Council, the ordinance shall be included on a Study Session agenda. Council may waive this rule.

After a motion to adopt an ordinance has been made and seconded, the Councilmember making the motion is encouraged to give a brief description of the issues involved with the ordinance, without simply repeating the

ordinance title, and may choose to comment on any results of Council discussion or action regarding the issue.

Discussion and debate by the City Council on ordinances will be held before the vote on an ordinance. Councilmembers may approve, reject, or amend the ordinance, or postpone the action and direct staff to further review the proposed ordinance.

An ordinance shall be adopted by a vote of at least a majority of the whole membership of the Council. In the event of a public emergency, an ordinance may be made effective on adoption, instead of after five days after publication, with a majority vote plus one of the whole Council. ~~, provided, that public emergency ordinances require a vote of a majority plus one of the whole Council membership.~~ A public emergency ordinance is one designated to protect public health and safety, public property, or public peace.

Q. **Resolutions**. All resolutions shall be in writing. Titles may be read aloud before the resolution is voted on. Any C~~c~~ouncilmember may request a full reading of the text of a proposed resolution prior to the vote on its passage. The request for a full reading of a resolution does not need to be voted on. However, the request for a reading of the title of the proposed resolution, or a full reading of the text of the proposed resolution may be waived by a majority of the ~~c~~Councilmembers in attendance at the C~~c~~ouncil M~~m~~eeting.

After a motion to pass a resolution has been made and seconded, the Councilmember making the motion is encouraged to give a very brief description of the issues involved with the resolution without simply repeating the resolution title, and the C~~c~~ouncilmember may choose to comment on any results of Council discussion or action regarding the issue.

Discussion and debate by the City Council on resolutions will be held before the vote on a resolution. Councilmembers shall decide whether or not to amend the resolution, or direct staff to further review the proposed resolution.

A resolution shall be passed by a majority vote of a quorum of the Council, provided that passage of any resolution for the payment of money or that grants or revokes a franchise or license, shall require the affirmative vote of at least a majority of the whole membership of the Council.

R. **Mayor and Councilmember Reports**. The Mayor and Councilmembers may report on their activities related to federal, state, regional, City, and local organizations for which they are members in their official capacity as elected officials. Reports shall regard those activities and events that have occurred since the last Regular Meeting and that have an important and direct impact or benefit to the City.~~significant City-related activities~~

~~associated with their appointed positions on federal, state, regional, City, and local organizations, since the last regular meeting.~~ The Mayor and Councilmembers shall limit their reports to not more than three (3) minutes, with sensitivity to avoiding duplicate reporting.

S. **Adjournment**.

3.2 **Recess**. The foregoing agenda may be interrupted for a stated time as called by the Ppresiding Oofficer to recess for any reason, including Cclosed or Eexecutive Ssessions.

3.3 **Amendment to Agenda**. The sequence of handling items on the agenda of a particular Regular Council Meeting may be amended from order listed on the printed/approved agenda as follows:

A. **Motion to Suspend the Rules**. On a motion by any member and majority vote, the City Council may suspend the rules to add an item (e.g., under New Business) or to allow an item on the agenda to be considered at a different order or placement in the agenda, or to be referred to an upcoming Study Session agenda (See Rules 2.2 and 16.1).

B. **Adjustment of Agenda by Presiding Officer**. The Ppresiding Oofficer may adjust the order of items on the agenda~~,~~ or add items to the agenda, if agreed upon by the Mayor and the Deputy Mayor, subject to being overruled by a majority vote of the Council.

SECTION 4
COUNCILMEMBER ATTENDANCE AT MEETINGS

4.1 **Council Meetings.**

A. Councilmembers shall attend all scheduled meetings, including committee meetings. ~~Councilmembers shall inform the Mayor or the City Clerk if they are unable to attend any Regular Council meeting, or if they knowingly will be late to any such meetings, or unable to stay for the entire meeting. Councilmembers shall inform the Chair of the committee and the City Clerk if they are unable to attend a meeting.~~

A Councilmember will be excused from a meeting if they have submitted a request ~~to the Mayor or City Clerk~~ in advance of the meeting. Written requests should be submitted ~~whenever possible,~~ by email. If the request is made the day of the meeting, it may be made by telephone or in person. The reason for the request shall be given at the time of the request. Excessive, continued, or prolonged absences may be addressed by the City Council on a case-by-case basis.

Councilmembers shall send their email communication regarding their absence or anticipated late arrival to Council meetings or committees to the CouncilAlerts@auburnwa.gov email address.
~~Additionally, Councilmembers shall notify the Deputy Mayor of anticipated absences.~~

[*See* ACC 2.06.050 and RCW 35A.12.060]

B. Councilmembers may participate remotely at Council meetings via telephone, video conference, or other approved electronic means with notification to the Mayor, Deputy Mayor, and designated City staff prior to noon on the day of the meeting. If a Councilmember appears remotely for a Council meeting, the Councilmember will use the City of Auburn approved virtual background. Technical circumstances shall be considered as to the acceptability of remote attendance. Council prefers in-person attendance when possible.

C. Remote attendance of the entire council may be permissible when and if a declaration of emergency is declared locally, regionally, state-wide, and/or nationally that would prohibit in person attendance by Ccouncilmembers. The Mayor shall direct remote attendance of the Ccouncil as necessary and when it is in the interest of the City to conduct ~~c~~Council business.

[*See* ACC 2.06.050 and RCW 35A.12.060]

4.2 **Study Sessions.**

A. Councilmembers shall attend all Study Sessions. ~~Councilmembers shall inform the Mayor or the City Clerk and the Deputy Mayor if they are unable to attend a Study Session, or if they knowingly will be late to any such meeting, or unable to stay for the entire meeting. Councilmembers shall also inform the Chair of ad hoc committees, and Special Focus Areas if they are unable to attend a such meetings.~~

A Councilmember will be excused from a meeting if they have submitted a request pursuant to section 4.1A of these rules, ~~to the Mayor or City Clerk and the Deputy Mayor~~ in advance of the meeting. Written requests should be submitted ~~whenever possible,~~ by email. If the request is made the day of the meeting, it may be made by telephone or in person. The reason for the request shall be given at the time of the request. Excessive, continued, or prolonged absences may be addressed by the City Council on a case-by-case basis.

[*See* ACC 2.06.050 and RCW 35A.12.060]

B. Councilmembers may participate remotely at Study Sessions under the same protocol set forth in Section 4.1B-C.

4.3. **Ad Hoc Council Committee Meetings.** Attendance at Ad Hoc Council Committee Mmeetings and Special Mmeetings will not be considered "Rregular Mmeetings" for the purposes of RCW 35A.12.060, applicable to Regular City Council meetings. However, unexcused absences from any Regular or Special meetings, or Ad Hoc Committee meetings, is a violation of these Rules of Procedure.

4.4 **Use of Cell Phones Prohibited.** At all meetings of the City Council, Councilmembers may not use their City cell phones. All cell phones must remain on silent for the duration of the meeting. Personal communication devices may only be used in the event of an emergency. Councilmembers shall not send, receive, read or post e-mails, texts, or social media posts during meetings of the Council.

4.5 **Deportment.** To the extent feasible, Councilmembers shall utilize language appropriate to the seriousness of the public legislative matters at hand. Councilmembers shall address their remarks to the Ppresiding oOfficer, and shall address elected officials and staff by their title or other method that uses their last name rather than first name, e.g., "Mayor [surname]," "Deputy Mayor [surname], "Council-member [surname]" "Chief [surname]," or "Director [surname]," as applicable. The purpose of this approach is to ensure that the City Clerk can create accurate meeting minutes. Councilmembers shall refrain from side conversations with other individual Councilmembers. Councilmembers shall also refrain from inappropriate or derogatory body language, comments, or any other actions that detract from the deportment of the City Council.

SECTION 5
PRESIDING OFFICER - DUTIES

5.1 **Conduct of Meetings**.

A. The Mayor will preside over all Regular Meetings, and Special Meetings, and Emergency Meetings of the Council. If the Mayor is absent, the Deputy Mayor will preside. If both the Mayor and Deputy Mayor are absent, the Chair of Municipal Service Special Focus Area or Chair of the Finance and Internal Services Special Focus Area (in that order) Senior Councilmember will preside.

B. The Deputy Mayor will preside over Council Study Sessions, other than those portions for which Special Focus Areas are scheduled, in which case the Chair of the Special Focus Area will preside. If the Deputy Mayor is absent, the Special Focus Area Chair will preside. If both the Deputy Mayor

and the Special Focus Area Chair are absent, the Special Focus Area Vice Chair~~Senior Councilmember~~ will preside.

~~C. The Chair of a Special Focus Area must notify the Mayor, Deputy Mayor, City Clerk, and Vice Chair of the Special Focus Area in advance of any anticipated absence.~~

The Mayor is encouraged to attend Study Sessions.

5.2 **The Presiding Officer**:

A. Shall preserve order and decorum at all meetings of the Council and cause the removal of any person in the audience from any meeting who interrupts the meeting after having been warned to cease the interruptive behavior.

B. Shall observe and enforce all rules adopted by the Council.

C. Shall decide all questions on order, in accordance with these rules, subject to appeal by any Councilmember.

D. May affix approximate time limits for each agenda item.

SECTION 6
COUNCILMEMBERS

6.1 **Remarks**. Councilmembers who wish to speak shall address the Ppresiding Oofficer~~,~~ and, when recognized, shall limit their comments to questions under consideration.

6.2 **Questioning**. Any member of the Council, and the Mayor, shall have the right to question any individual, including members of the staff, on matters related to the issue properly before the Council for discussion.

6.3 **Obligation to the Public Agency**. Notwithstanding the right of Councilmembers to express their independent opinions and exercise their freedom of speech, Councilmembers should act in a way that reflects positively on the reputation of the City and of the community. Councilmembers shall also interact with other members of the City Council, the Mayor, and City staff in ways that promote effective local government.

6.4 **Council Training**. –Councilmembers shall participate in training offered by individuals, agencies, entities, and organizations including, but not limited to, the Association of Washington Cities and the State of Washington. This includes initial orientation after taking office, and other required or recommended training.

6.5 **Participation in Committees, Agencies and Organizations**. To better represent the interests of the City of Auburn, Councilmembers are encouraged to participate in assignments to local, regional, state, and national committees, agencies and organizations, and to attend community, regional, and state events. Councilmembers who have confirmed their intent to attend are expected to arrange their appearance in order to avoid unnecessary expenditure of City funds.

6.6 **Conduct.** Councilmembers shall be subject to the policies in Exhibit A of these Rules. Unless otherwise stated in these Rules, the terms, provisions, and conditions set forth in the Polices are hereby incorporated into these Rules. Any violation of these policies, as determined by the City Council, shall be subject to section 20.1 of these Rules.

SECTION 7
DEBATES

7.1 **Speaking to the Motion**. No member of the Council, or the Ppresiding Oofficer, shall speak more than twice on the same motion except by consent of the Ppresiding Oofficer or a majority of the Councilmembers present at the time the motion is before the Council. The Presiding Officer shall recognize Councilmembers in the order in which they request the floor. The Councilmember who made a motion shall be permitted to speak to it first. The Ppresiding Oofficer may also allow discussion of an issue before stating a motion when such discussion would facilitate wording of a motion.

7.2 **Interruption**. No member of the Council, or the Ppresiding Oofficer, shall interrupt or argue with any other member while such member has the floor, other than the Ppresiding Oofficer's duty to preserve order during meetings as provided in Section 5.2.A of these rules.

7.3 **Courtesy**. Members of the Council and the Ppresiding Oofficer, in the discussion, comments, or debate of any matter or issue, shall address their remarks to the Ppresiding Oofficer, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or ~~indulge in~~make derogatory remarks or insinuations ~~in~~ with respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

7.4 **Challenge to Ruling**. Any member of the Council shall have the right to challenge any action or ruling of the Ppresiding Oofficer, in which case the decision of the majority of the members of the Council present shall govern.

SECTION 8
PARLIAMENTARY PROCEDURES AND MOTIONS

8.1 Unless specifically provided in these rules, all City Council meeting discussions shall be governed by *ROBERTS RULES OF ORDER, NEWLY REVISED* (latest edition).

8.2 If a motion does not receive a second, it dies. Matters that do not constitute a motion (and for which no second is needed) include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege.

8.3 A motion that receives a tie vote fails. ~~Except where prohibited by law, T~~the Mayor, as P~~p~~residing O~~o~~fficial, shall be allowed to vote to break a tie vote, except where prohibited by law.

8.4 Motions shall be stated in the affirmative. For example, "I move to approve" as opposed to "I move to reject." Councilmembers shall be clear and concise and not include arguments for the motion within the motion.

8.5 After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote. A motion and second is not an indication by a Councilmember that they support the action. The motion and second enables discussion and debate in advance of a formal vote.

8.6 If any Councilmember wishes to abstain from a vote on a motion that Councilmember shall so advise the City Council, shall remove and absent themselves from the deliberations and considerations of the motion, and shall have no further participation in the matter. The Councilmember should make this determination before any discussion or participation on the subject matter or as soon thereafter as the Councilmember identifies a need to abstain. A Councilmember may confer with the City Attorney to determine whether the Councilmember is required to abstain.

8.7 A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table effectively removes the item without a time certain. A motion to table to a time certain will be considered a motion to postpone as identified in Section 8.8. To remove an item from the table requires a two-thirds' majority vote.

8.8 A motion to postpone to a certain time is debatable, is amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or at~~t~~o a time certain at a future Regular or Special City Council meeting. To remove an item from postponement in advance of the time certain requires a two-thirds' majority vote.

8.9 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.

8.10 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds' vote; debate is reopened if the motion fails.

8.11 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

8.12 Motions that cannot be amended include: Mmotions to adjourn, lay on the table (table), roll call vote, point of order, reconsideration, and take from the table.

8.13 A point of order can be raised by any member of the governing body. A member of the governing body can appeal the cChair's ruling. An appeal must be immediate and must be seconded. The cChair will then explain the ruling. The members of the governing body can debate the matter, each member may speak once. The members of the governing body will then make a decision on the appeal by a majority vote.

8.14 Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

8.15 Debate of the motion only occurs after the motion has been moved and seconded.

8.16 The presiding officer, City Attorney, or City Clerk should repeat the motion prior to voting.

8.17 When a question has been decided, any Councilmember who voted with the prevailing side may move for reconsideration at the same, or the next meeting. In order to afford Councilmembers who voted with the prevailing side the potential basis for a motion for reconsideration, Councilmembers who voted with the prevailing side may inquire of Councilmembers who voted with the minority as to the reasons for their minority vote, if not stated during debate prior to the vote. A motion for reconsideration is debatable if the motion being reconsidered was debatable. If the motion being reconsidered was not debatable, the motion for reconsideration is not debatable.

8.18 The City Attorney shall act as the Council's parliamentarian and shall advise the Presiding Officer on all questions of interpretations of these rules which may arise at a Council meeting.

8.19 These rules may be amended, or new rules adopted, by a majority vote of the full Council.

SECTION 9
VOTING

9.1 **Voice vote**. A generalized verbal indication by the Council as a whole of "aye or yes" or "nay or no" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Council. Silence of a Councilmember during a voice vote shall be recorded as a "no" vote except where a Councilmember abstains because of a stated conflict of interest or appearance of fairness issue.

If there is uncertainty as to the outcome of a voice vote, the Ppresiding Oofficer or any Ccouncilmember may ask for a raise of hands for the ayes or nays.

9.2 **Roll Call Vote**. A roll call vote may be requested by the Ppresiding Oofficer or by any Councilmember. The City Clerk shall conduct the roll call vote.

9.3 **Abstentions**.– It is the responsibility of each Councilmember to vote when requested on a matter before the full Council. A Councilmember may only abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.

9.4 **Votes by Mayor**. –Except where prohibited by law, the Mayor, as Ppresiding Oofficial, shall be allowed to vote to break a tie vote.

SECTION 10
COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL

10.1 Persons or groups specifically scheduled on a Council Mmeeting Aagenda may address the Council in accordance with the speaking times included on the agenda.

10.2 Persons or groups that are not specifically scheduled on the agenda may address the council by filling out a speaker sign-in sheet (available at the City Clerk's desk or at a designated location within the cCouncil cChambers), and (when recognized by the councilPresiding Officer) stepping up to the podium and giving their name and address city of residence for the record.

Unscheduled public comments to the Council are subject to the following rules:

1. Remarks will be limited to 3 minutes. The City Clerk shall use a suitable device to electronically measure speaker time. –The Ppresiding Oofficer may make discretionary exceptions to speaker time restrictions;

2. Speakers may not "donate" their speaking time to any other speaker;

3. Remarks will be addressed to the Council as a whole.

10.3 Meeting interruptions. Any speaker or person who interrupts the orderly conduct of a meeting may be barred from further participation in the meeting by the Ppresiding oOfficer, unless permission to continue is granted by a majority of Councilmembers present. Examples of interruptions under this rule include:

1. failing to comply with an allotted speaking time;

2. committing acts of violence or property destruction;

3. directly or indirectly threatening physical violence against anyone attending the meeting;

4. interfering with the meeting or with other speakers through vocal interruptions or disruptive action.

If a meeting interruption occurs, the Presiding Officer shall address the person(s) causing the interruption by citing the interrupting conduct, ordering it to stop, and warning that continuation may result in removal from the meeting.

The Presiding Officer may remove the interrupting person(s) if the conduct persists after the warning. If removal of the person(s) does not restore the meeting to order, the Presiding Officer may clear the room of spectators and continue the meeting, or adjourn the meeting and reconvene it at a different location selected by Council majority.[8]

SECTION 11
PUBLIC HEARINGS AND APPEALS

11.1 Quasi-judicial hearings require a decision be made by the Council using a certain process, which may include a record of evidence considered and specific findings made. The following procedure shall apply:

A. The Department Director of the department most affected by the subject matter of the hearing, or that Director's designee, will present the City's position and findings. Staff will be available to respond to Council questions.

B. The proponent spokesperson shall speak first and be allowed ten (10) minutes. Council may ask questions.

C. The opponent spokesperson shall be allowed ten (10) minutes for presentation and Council may ask questions.

[8] RCW 42.30.050

D. Each side shall then be allowed five (5) minutes for rebuttal, with the proponent spokesperson speaking first, followed by the opponent spokesperson.

E. The City Clerk shall serve as timekeeper during these hearings.

F. After each proponent and opponent spokesperson have used their speaking time, Council may ask further questions of the speakers, who shall be entitled to respond but limit their response to the question asked.

11.2 Public hearings where a general audience is in attendance to present arguments for or against a public issue:

A. The Department Director or designee shall present the issue to the Council and respond to questions.

B. A person may speak for three (3) minutes. No one may speak for a second time until everyone who wishes to speak has had an opportunity to speak. The Ppresiding ~~o~~Officer may make exceptions to the time restrictions of persons speaking at a public hearing when warranted, in the discretion of the Ppresiding Oofficer.

C. The City Clerk shall serve as timekeeper during these hearings.

D. After the speaker has used their allotted time, Council may ask questions of the speaker and the speaker may respond~~,~~ but may not engage in further debate.

E. The hearing will then be closed to public participation and open for discussion among Councilmembers.

F. The Ppresiding Oofficer may exercise changes in the procedures at a particular meeting or hearing, but the decision to do so may be overruled by a majority vote of the Council.

SECTION 12
DEPUTY MAYOR

12.1 Annually or more often as deemed appropriate, the members of the City Council, by majority vote, shall designate one of their members as Deputy Mayor for a one-year time period, except as provided in Section 12.1, Paragraphs G and H. Elections will be held no later than the last Council meeting of the year for determining the Deputy Mayor for the subsequent year.

A. Any member of the City Council ~~who will have served on the Council for one year at the beginning for that Councilmember's terms as Deputy Mayor,~~

may be nominated for the position of Deputy Mayor by having that Councilmember's name placed in nomination by a Councilmember. The nomination of a councilmember for the position of Deputy Mayor does not require a second, and a councilmember may nominate him or herself.

1. Nominations for the position of Deputy Mayor shall be made by members of the City Council on the dates of election for the Deputy Mayor position.

2. In connection with the selection of Deputy Mayor, ~~it is strongly suggested that~~ Cc~~c~~ouncilmembers are expected to approach the election in an open, transparent, and respectful manner, avoiding anything that jeopardizes harmony among ~~c~~Councilmembers.

B. The Councilmember receiving a majority of the votes cast by the members of the City Council shall be elected Deputy Mayor. A Councilmember may vote for themself~~him or herself~~.

C. The names of all nominees for the position of Deputy Mayor shall be included in the vote.

D. If no single Councilmember received a majority of the votes cast, a second vote/ballot between the two nominees who received the largest number of votes will be held.

E. The Deputy Mayor shall serve at the pleasure of the Council.

F. In the event of a prolonged ~~the~~ absence or unavailability of the Deputy Mayor, the Council shall vote on which Councilmember shall serve as the Interim Deputy Mayor. The Interim Deputy Mayor shall be the Councilmember who receives a majority vote. That Councilmember ~~the senior member of the City Council, other than the Deputy Mayor,~~ shall then serve as ~~i~~Interim Deputy Mayor until the return of the regular Deputy Mayor, or until the subsequent Deputy Mayor is designated by majority vote. The Interim Deputy Mayor shall have all the rights, duties, and authority of the Deputy Mayor under these rules

G. If the designated Deputy Mayor is unable to serve the full term of the position of Deputy Mayor, the Council shall elect the next Deputy Mayor in accordance with Section 12 to serve the remainder of the term. If the appointment is declined the process shall continue until a Deputy Mayor is designated.

H. In the event that the Cc~~c~~ouncilmember selected as Deputy Mayor (or Interim Deputy Mayor) is unable to perform the duties of the position of Deputy Mayor, or fails to act in accordance with the City Council Rules of Procedure, the City Council may, by a majority vote of the full City Council,

remove the Deputy Mayor (or Interim Deputy Mayor) from this position, in which case, the Council shall elect the next Deputy Mayor (or Interim Deputy Mayor) in accordance with Section 12 to serve the remainder of the term.

[*See* RCW 35A.12.065.]

12.2 The Deputy Mayor or Interim Deputy Mayor, as the head of the legislative branch of the City, shall perform the following duties:

A. Intra-Council Relations:

1. Serve as the Chair of the Council Study Sessions in accordance with Rule 5.1.B;

~~2. Serve as an ex-officio member of all ad hoc committees of the City Council. If the Deputy Mayor's attendance at an ad hoc committee meeting brings the number of councilmembers attending to four, the meeting shall comply with the Open Public Meetings Act (RCW 42.30), unless expressly exempted;~~

~~3.~~2. Assist in new councilmember training including conducting a review of the rules of procedure with one to two individual C~~c~~ouncilmembers, and a staff liaison, if requested, provided the Mayor is notified of the request;

~~4.~~3. Support cooperative and interactive relationships among ~~c~~Council members;

~~5.~~4. Work with Mayor and Administration to prepare agendas for Council Study Sessions, in accordance with Rules 2.2 and 16.1.B;

5. Preside over the Study Sessions of the City Council, designate Special Focus Area C~~c~~hairs and Vice-Chairs, designate Special Focus Area assignments, and work with the chairs of the Special Focus Areas on the portions of Study Sessions over which the Special Focus Areas chairs preside in order to reinforce appropriate Special Focus Area topics and to ensure the Councilmember understands how to preside over their portion of the meeting.

6. With support from the City Attorney and/or City Clerk, ensure that Councilmembers are aware of the requirements and limitations related to the Open Public Meetings Act (OPMA) and reinforce adherence to the OPMA and quorum triggers when Councilmembers are operating and communicating in their Ad-Hoc Committee and Special Focus Areas roles. The Deputy Mayor has

a responsibility to report violations of the OPMA when they are made aware of a violation.

B. Mayor-Council Relations:

1. Help maintain a positive and cooperative relationship between the Mayor and the City Council;

2. Act as conduit between the Mayor and the City Council on issues or concerns relating to their duties;

3. Preside over Regular Meetings of the City Council in the absence or unavailability of the Mayor;

4. In the event of a prolonged absence or incapacitation that exceeds two weeks (a state of disability that prohibits the function of duties) of the Mayor, the Deputy Mayor shall perform the duties of the Mayor.

   (a) A prolonged absence that exceeds two weeks is defined as requiring a leave of absence that prohibits the performance of the duties of the office. Vacation leave for periods up to two weeks, illnesses requiring an absence of less than two weeks, out of state or out of country travel lasting not more than two weeks, or other similar short-term absences shall not be considered prolonged absences.

   (b) In the event of a disaster, emergency, or other similar circumstance, where the Mayor is out-of-town and unable to carry out the duties of the office of Mayor, the Deputy Mayor, in consultation with the Mayor, shall act as Mayor until the return and availability of the Mayor;

5. The Deputy Mayor shall also stand in on behalf of the Mayor in other situations as requested by the Mayor;

6. In the performance of the duties of the Mayor, the Deputy Mayor shall not have authority to appoint, remove, replace, discipline or take other similar action on any Department Dirirector or employee of the City;

7. The Deputy Mayor shall not have veto authority for actions that may be taken by the City Council;

8. The Deputy Mayor shall be aware of City, regional, and intergovernmental policies and activities in order to properly execute the role of Mayor.

C. Intergovernmental and Community Relations:

1. Act in absence of Mayor as requested and/or as required;

2. Be aware of all City regional and intergovernmental policies and activities in order to be prepared to step into the role of Mayor if necessary;

3. Serve as the Chair of the City's Emergency Management Compensation Board.

D. Other Duties of the Deputy Mayor:

1. In cooperation with the Mayor and Special Focus Area ~~group's~~ Cchairpersons and with assistance from Administration, create and establish agendas for all Sstudy Ssessions;

2. Serve as liaison to the Junior City Council, ~~participating as a non-voting member of the Junior City Council,~~ encouraging, guiding, and counseling the members of the Junior City Council in connection with its duties and assignments;

3. Facilitate any issue related to the conduct and/or actions of Ccouncilmembers that may be inappropriate or that may be in violation of the Council Rules of Procedure (Section 20.1);

4. Conduct voluntary regular and periodic meetings with individual Ccouncilmembers and a staff liaison, if a staff liaison is requested by the Deputy Mayor or the individual Councilmember and provided the Mayor is notified of the request, to address Ccouncilmember issues, concerns, legislative processes, Ccouncilmember proposals, Ccouncilmember training, and other similar related items;

5. Conduct group meetings with Ccouncilmembers, including two on one meetings with Ccouncilmembers on a rotating basis provided that such meetings shall not have more than two Ccouncilmembers at such meetings. All such meetings at which a quorum of the City Council is in attendance shall be in compliance with the Open Public Meetings Act (RCW 42.30), unless expressly exempted.

SECTION 13
COUNCIL POSITION VACANCY OR ABSENCE

13.1 If an unexpired Council position becomes vacant, the City Council has ninety (90) days from the occurrence of the vacancy to appoint, by majority vote of a quorum of the remaining members of the Council, a qualified person to fill the vacancy pursuant to State law. The Council may make such appointment at its next Rregular Mmeeting, or at a Sspecial Mmeeting called for that purpose. If the Council does not appoint a person within the ninety (90) day period, the County may appoint a qualified person to fill the vacancy as provided by RCW 42.12.070.

13.2 If there is an extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

13.3 The City Clerk's Office shall prepare and submit a display advertisement to the City's official newspaper, with courtesy copies to all other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Auburn, and (b) have a one (1) year residency in the City of Auburn. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate.

13.4 The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at City of Auburn offices and on the City's official website. Copies of the display advertisement will be provided to current members of the City of Auburn commissions, committees, boards, task forces and other City-sponsored community groups.

13.5 Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

13.6 The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting or a Special City Council meeting.

13.7 The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.

13.8 Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.

13.9 In the event the City receives more than 10 completed applications, each City Councilmember will submit to the City Clerk an unranked list of names of the candidates the Councilmember wishes to move forward in the process. Each Councilmember's list should contain no more than 15 names. The City Clerk shall aggregate all Councilmembers lists into one unranked master list of the 10-15 candidates most commonly selected among the individual lists provided. The list shall be arranged in alphabetical order and shall only include the names of the candidates. This aggregated list shall be provided to the Council during the executive session prior to the interview meeting.

13.10 Immediately following the executive session, Council shall meet in public session to select which candidates to invite to participate in an interview at a future City Council meeting. The decision as to which applicants to interview will be based on the information contained in the application forms and Council's evaluation of the qualifications of the candidates. The decision as to which candidates will be interviewed will be at the sole discretion of the City Council.

13.11 At the opening of the meeting at which interviews take place, the Mayor shall provide an overview of the format and ground rules for the meeting. The applicant's order of appearance shall be determined at this time by a random lot drawing performed by the City Clerk.

13.12 In order to ensure each candidate has a fair and equal opportunity to speak with Council, all candidates will be asked to remain sequestered at City Hall, which includes not using electronic devices, for the duration of all candidate interviews. Candidates will be ushered to and from the City Council Chambers by a member of City staff in order to participate in their interview at the pre-determined time. Candidates will be released from sequestration upon conclusion of the final interview and may observe the remainder of the public portion of the Council meeting.

13.13 Each candidate interview shall be no more than 30 minutes in length. The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates. Each interview shall follow the following format. (1) The applicant shall present their credentials to the City Council (up to 10 minutes). (2) The City Council shall ask the predetermined set of questions, one question per Councilmember, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions an will have two (2) minutes to answer each question (up to 14 minutes). (3) An informal question-and-answer period during which Councilmembers may ask and receive answers to miscellaneous or follow-up questions (remainder of time).

13.14 Upon completion of the interviews, the Council may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by Council must be in open public sessions. The Council may not determine who to select or reach a consensus on a preferred candidate in Executive Session.

13.15 The Mayor asks for nominations from Councilmembers for the purpose of creating a group of candidates to be considered. No second is needed.

13.16 Nominations are closed by a motion, second, and majority vote of Council.

13.17 Councilmembers may deliberate on matters such as criteria for selection and the nominated group of candidates.

13.18 The Mayor polls the Councilmembers to ascertain if they are prepared to vote. Voting must take place in a manner in which the public is notified as to the vote of each existing Councilmember for which candidate. If there is more than one candidate, a vote must be taken for each candidate to record each Councilmember's vote.

13.19 The City Clerk records the votes in the meeting minutes.

13.20 The selection of a candidate to fill the vacancy is made by a majority vote of the remaining six members of the Council.

13.21 If a majority vote is not received for a candidate, the Council may postpone elections until another date.

13.22 The Mayor declares the nominee receiving the majority vote as the new Councilmember to be sworn in immediately after the effective date of the resignation.

13.23 The term of the candidate selected to fill the vacancy will be in effect until a person is elected at the next regular election for municipal officers. If successful at the election, the interim term would then end, and the appointed Councilmember will either complete the 4-year term of the vacated position or begin a new 4-year term, depending on the position number of the vacated position.

13.24 If the Council does not appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the County Council will appoint a person to fill the vacancy (RCW 42.12.070).

SECTION 14
COUNCIL MEETING STAFFING

14.1 Department Directors or designees shall attend all meetings of the Council unless excused by the Mayor.

14.2 The City Attorney, or designee, shall attend all meetings of the Council unless excused by the Mayor, and shall upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.

SECTION 15
COUNCIL RELATIONS WITH STAFF

15.1 There will be mutual courtesy and respect from both City staff and Councilmembers toward each other and of their respective roles and responsibilities.

15.2 City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies under the direction of the Mayor.

15.3 It is the intent of Council that all pertinent information asked for by individual Council-members shall be made available to the full Council.

15.4 Individual Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits. Councilmembers may, at the request of the Mayor, participate in discussions and decisions related to these matters.

15.5 Other than through legislative action taken by the Council as a whole, individual Councilmembers shall not interfere with the operating rules and practices of any City department.

15.6 No individual Councilmember shall direct the Mayor to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council. This provision, however, does not prohibit individual Councilmembers from discussing issues with the Mayor or making individual requests or suggestions to the Mayor. The Mayor shall endeavor to advise and update the Councilmember(s) on the status or follow-up of such issues.

15.7 All Ceouncilmember requests for information, agenda bills and staff analysis, other than requests for legal advice from the City Attorney's Office, shall be directed through the Mayor in order to assign the task to the proper staff. The Deputy Mayor

may work with the Mayor's designated staff to prepare Study Session agendas and related materials, and facilitate Study Session work.

15.8 Any written communication with staff shall also include the Mayor as a recipient.

SECTION 16
COUNCIL STUDY SESSIONS, COMMITTEES AND CITIZEN ADVISORY BOARDS

16.1 **Study Sessions and Special Focus Areas.** In addition to the regularly scheduled City Council meetings (Regular Council Meetings) scheduled on the first and third Mondays of the month. Different than the format for Regular Council Meetings (identified in Section 3 hereof), ~~City Council shall regularly schedule Council Study Sessions on the second, fourth and fifth Mondays of the month for review of matters that would come back before the City Council at Regular Council Meetings. Different than the format for Regular Council Meetings (identified in Section 3 hereof),~~ Study Sessions shall be less formal than Regular Council Meetings and shall give the City Council the opportunity to discuss and debate issues coming before it for action at Regular Council meetings. The format for these meetings shall be as follows:

A. General Business Focus and Special Focus Areas.

Study Sessions shall consist of (1) a General Business Focus and (2) a Special Focus Area in each meeting. The General Business Focus shall be scheduled first~~,~~ and shall include agenda items that relate to issues of general City concern, items that will be coming before the City Council at upcoming meetings, and presentations and reports to the City Council. The Special Focus Area groups shall, on a rotating basis described below, commence their portion of the Study Session following the conclusion of the Study Session General Business Focus.~~,~~ The Special Focus Area groups shall review matters of Council concern related to their areas of oversight responsibility. The Special Focus Area groups shall consist of the following: (1) Public Works & Community Development; (2) Municipal Services; (3) Community Wellness; and (4) Finance~~, Technology & Economic Development~~& Internal Services. These Special Focus Area groups shall be tasked with oversight of Council considerations as follows:

1. Community Wellness
    - Health, Equity, ~~and~~ & Wellness
    - Neighborhood Services
    - Homelessness Prevention
    - Social Services
    - Diversity, Equity, & Inclusion
    - Cultural Arts & Community Events

- Housing Policy

2. Finance ~~and~~ & Internal Services
   - Facilities
   - Technology
   - Property management
   - Risk management & Insurance
   - Fiscal Sustainability
3. Public Works & Community Development
   - Utilities
   - Transportation
   - Environmental Policy
   - Land Use & Development
   - Right of Way Management
   - Airport
   - Park Development
   - Economic Development
4. Municipal Services
   - Public Safety
   - Courts
   - Recreation, Museum ~~and~~ & Senior Services
   - Animal Control
   - Emergency Planning
   - Cemetery
   - Communications

~~Aside from the above Special Focus Area topics, there shall be a Finance ad hoc Committee to review vouchers and payroll.~~

B. Scheduling of Special Focus Area.

1. The Special Focus Areas shall conduct their portion of the Study Sessions on ~~2nd~~ second and ~~4th~~ fourth Mondays of the month on a rotating basis such as follows: Public Works & Community Development, then Municipal Services, then Community Wellness, then Finance & ~~Economic Development~~Internal Services, then Public Works & Community Development, then Municipal Services, and so on.

2. On ~~5th~~ fifth Mondays of the m~~M~~onth, Study Sessions will not typically include any of the above Special Focus Areas~~,~~ but may include special topics and issues of general concern to the City Council, including Council operating arrangements and Council Rules of Procedure. It is provided, however, that in order for the City Council to address the matters coming before the City Council, the Mayor and Deputy Mayor may, as they deem appropriate, insert into any Study Session any matters calling for City Council consideration and discussion, regardless of Special Focus Areas.~~; provided that to the~~

~~extent feasible s~~Such matters will be scheduled to allow sufficient time for preparation of relevant background analysis and information concerning said items and provision to all Council~~-~~members in advance of the Study Session.

3. Topics for Special Focus Area consideration (for inclusion in the Special Focus Area portion of the Study Session agenda) shall be determined by the Chair of each Special Focus Area along with the Mayor, ~~and~~ the Deputy Mayor, the Vice-Chair, and the designated D~~d~~epartments D~~d~~irector(s) for the Special Focus Area~~.~~, ~~with t~~The matters ~~to~~ will be scheduled to ~~the extent feasible to~~ allow sufficient time for preparation of relevant background analysis and information concerning said items and provision to all Council~~-~~members in advance of the Study Session. The D~~d~~epartment D~~d~~irector(s) shall review agenda topics and suggestions by other Councilmembers of such topics. The Deputy Mayor may review agenda items and topics with each Special Focus Area C~~c~~hairperson individually when convenient.

C. Meeting Times

Study Sessions shall be scheduled as set forth in Section 2.2, above.

1. Three to four hours maximum timeframe (goal).

2. Agenda items should relate to future policy-making, strategic planning, or key state or federal issues affecting current or future city operations.

3. Agenda items should be substantive only (*e.g.,* traffic impact fee increase proposals, comprehensive plan updates, rather than day-to-day operational issues. ~~[~~Non-substantive items (*e.g.*, accepting a grant, authorizing contract bidding, etc.) should go directly to the Regular City Council M~~m~~eeting.

D. Study Session Meeting Format.[9]

1. Call to Order.

2. Roll Call.

3. Announcements, Reports, and Presentations.

4. Agenda Items for Council Discussion.

[9] It is the intention of the City Council that Study Sessions shall be televised on the City's public access channel if reasonably possible.

5. Ordinances.

6. Special Focus Area (the Chair of the Special Focus Area scheduled for the Study Session shall preside over this portion of the Sstudy Ssession~~–~~). The Vice Chair shall preside over this portion of the Sstudy Ssession in the Chair's absence.

7. Adjournment.

E. Council discussion at Study Sessions of each agenda item shall be managed by the Presiding Officer through recognition of each Councilmember in turn. After presentation of an agenda item, the Presiding Officer will ask each Councilmember whether the member would like to make a statement or ask a question regarding the agenda item. The Presiding Officer will start with the Councilmember at the Presiding Officer's right and address each Councilmember in order of seating, as determined by the Presiding Officer. After all Councilmembers have been addressed, the Presiding Officer will again ask for a statement by each Councilmember in the same order. Invitation by the Presiding Officer to each Councilmember to make a statement or ask a question shall be repeated two additional times. There shall be a limit of one question per Councilmember for each round (for three total rounds). Further questions by any Councilmember should be sent via email to the appropriate Department Director after the meeting, provided the Mayor is included in that email. Questions posed at Study Session or via follow up email shall be limited to the matter presented at Study Session.

16.2 **Ad Hoc Committees.** The Mayor, the Deputy Mayor, or a majority of the City Council may establish Aad Hhoc Ccommittees as may be appropriate to consider special matters that require special approach or emphasis.

A. Ad Hhoc Ccommittees may be established and matters referred to them at Sstudy Ssessions, without the requirement that such establishment or referral take place at a regular City Council Mmeeting.

B. The Mayor and the Deputy Mayor shall each appoint a Councilmember to each Council Ad Hoc Committee. The Deputy Mayor may appoint themselves. The third Councilmember to be appointed to the Ad Hoc Committee shall be selected by majority vote of the Council.~~The Deputy Mayor shall appoint Councilmembers to Council ad hoc committees, provided that the Mayor shall appoint members to Council ad hoc committees if the Deputy Mayor is disabled or precluded from acting in that capacity.~~

C. Ad Hoc Committees shall consider all matters referred to them and take action by majority consensus only when all Ad Hoc Councilmembers are present. The Chair of such Ad Hoc Committee shall report to the Council the findings of the committee. Committees may refer items to the Council with a committee recommendation or with no committee recommendation. ~~The Mayor shall~~

~~appoint Council representatives to intergovernmental councils, boards and committees.~~

D. Unless otherwise expressly provided for when forming an Ad Hoc Committee, it is the intention of the Council that Ad Hoc Committees function informally and not in any way that takes action in lieu of or on behalf of the full Council. The purpose and function of such Ad Hoc Committees shall be to review matters in advance of their consideration by the full Council, and perhaps record and make recommendations to the full Council. They are not "committees of a governing body" subject to the requirements of the Open Public Meetings Act (Chapter 42.30. RCW). Ad Hoc Committees shall not receive public testimony or allow audience participation in connection with or related to the agenda item being discussed by the Committee. ~~Councilmember appointments to intergovernmental councils, boards and committees, including ad hoc committees, shall be periodically reviewed. All councilmembers shall have the opportunity to serve on such councils, boards, and/or committees as assigned by the Mayor and on a rotating basis at the discretion of the Mayor. Councilmember appointments to intergovernmental councils, boards, and committees by the Mayor shall be done with consideration of a councilmember's expertise, background, knowledge, working experience and/or education in that council, board, or committee. Ad hoc committee appointment by the Mayor or Deputy Mayor shall be at their discretion.~~

E. Councilmembers on Ad Hoc Committees may request a staff liaison, and City Attorney or City Attorney's designee, be present to assist the Councilmembers with institutional knowledge on the subject matter to be discussed, provided the Mayor is notified of the request.

~~a. Ad hoc council committees shall consider all matters referred to them. The chair of such ad hoc committee shall report to the City Council the findings of the committee. Committees may refer items to the Council with a committee recommendation or with no committee recommendation.~~

16.3 **Intergovernmental Councils, Boards and Committees.** The Mayor shall appoint Council representatives to intergovernmental councils, boards, and committees.

A. Councilmember appointments to intergovernmental councils, boards and committees, including Ad Hoc Committees, shall be periodically reviewed. All Councilmembers shall have the opportunity to serve on such councils, boards, and/or committees as assigned by the Mayor and on a rotating basis at the discretion of the Mayor. Councilmember appointments to intergovernmental councils, boards, and committees by the Mayor shall be done with consideration of a Councilmember's expertise, background, knowledge, working experience and/or education in that council, board, or committee. Ad Hoc Committee appointment by the Mayor or Deputy Mayor shall be at their discretion.

B. Councilmembers will prioritize appointments to Intragovernmental Councils, Boards, and Committees by seeking and filling positions that provide value to the City and its constituents. Providing value occurs in the following order of priority: (1) bringing money to the City, (2) bringing projects and/or investments into the City, (3) influencing policy or investment outcomes in the City, and (4) protecting City interests. These community-wide benefits are a priority over the personal interests of an individual Councilmember.

C. Advisory Boards, Committees, and Commissions established by ordinance, consisting of residents appointed pursuant to the establishing Ordinance and serving in the capacity and for the purposes indicated in the Ordinance, shall act as an advisory committee to the Council.

~~b. Advisory Boards, Committees and Commissions established by ordinance, consisting of citizens appointed pursuant to the establishing Ordinance and serving in the capacity and for the purposes indicated in the Ordinance, shall act as an advisory committee to the City Council.~~

~~c. Committee Chairpersons shall have broad discretion in conducting their meetings. They will generally follow Roberts Rules of Order, Newly Revised.~~

~~d. Unless otherwise expressly provided for when forming an ad hoc committee, it is the intention of the City Council that ad hoc committees function informally and not in any way that takes action in lieu of or on behalf of the full City Council. The purpose and function of such ad hoc committees shall be to review matters in advance of their consideration by the full City Council, and perhaps record and make recommendations to the full City Council. They are not "committees of a governing body" subject to the requirements of the Open Public Meetings Act (Chapter 42.30. RCW). Ad hoc committees shall not receive public testimony or allow audience participation in connection with or related to the agenda item being discussed by the Committee.~~

~~e. Committee Chairpersons shall approve all agenda items and may, at their discretion, remove or add agenda items during the course of the meeting.~~

SECTION 17
COUNCIL REPRESENTATION
AND INTERNAL COMMUNICATION

17.1 If a Councilmember meets with, attends a meeting, or otherwise appears before individuals, another governmental agency, a community organization, or a private entity or organization, including individuals, agencies, or organizations with whom or with which the City has a business relationship, and makes statements directly or through the media, commenting on an issue that does or could affect the City, the Councilmember shall state the majority position of the Council, if known, on that issue. Personal opinions and comments which differ from those of the Council

majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position, and the statements are those of the Councilmember as an individual. Additionally, before a Councilmember discusses anything that does or could relate to City liability, the Councilmember should talk to the City Attorney or the City's Risk Manager, so that the Councilmember would have a better understanding of what may be said or how the discussion should go to control or minimize the City's liability risk and exposure.

17.2 Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another government agency, or community organization.

17.3 Councilmembers shall not knowingly communicate with an opposing party or with an opposing attorney in connection with any pending or threatened litigation in which the City is a party or in connection with any disputed claim involving the City without the prior approval of the City Attorney, unless the Councilmember is individually a party to the litigation or is involved in the disputed claim separate from the Councilmember's role as a City official.

17.4 Communication among Councilmembers shall conform to the following parameters:

A. Except in connection with Council–members meeting, informally, in committees not subject to the Open Public Meetings Act, to assure that communication on agenda items occurs to the greatest extent possible at the public meetings, and to avoid even the perception that email is being used in a way that could constitute a public meeting, successive communications on Council topics that involve a quorum of the Councilmembers shall not occur. ~~*e.g.*, successive communications on City Council topics that involve a quorum of the Councilmembers.~~ Councilmembers ~~should~~ shall refrain from emailing Councilmembers about such agenda items. Councilmembers should be prepared to communicate about matters that are on upcoming Council agendas at the public meetings. If Councilmembers wish to share information with other Cc~~c~~ouncilmembers about matters that are on upcoming agendas, the Cc~~c~~ouncilmembers should forward that information to the Mayor for distribution in the Cc~~c~~ouncil meeting packets.

B. Councilmembers may communicate via email to other Councilmembers, including to a quorum of the full ~~City~~ Council about matters within the scope of the ~~City~~ Council's authority or related to City business, but not yet scheduled on upcoming Council agendas, to indicate a desire that certain items be included on upcoming meeting agendas; provided that Councilmembers shall never ask for responses from the other Councilmembers in that communication.

C. Email communication among Councilmembers relating to City operations should also include the Mayor as a recipient/addressee.

D. Councilmembers may email the Mayor about City business without limitations or restrictions.

E. The Deputy Mayor from time to time may need to communicate with all Ccouncilmembers on various items such as the annual review of the Rules of Procedure. All such correspondence, usually in the form of email, shall be provided to Ccouncil as a whole through the Council Assistant. Any responses from Ccouncil shall also be directed to the Council Assistant who shall then provide all Ccouncilmembers with email correspondence regarding questions, comments, suggestions, recommendations, or any similar item.

F. ~~City~~ Council email correspondence and all electronic communications shall utilize the designated city email account or city device with no exceptions and within the parameters of the Open Public Meetings Act and the Public Records Act.

17.5 Councilmembers shall not communicate with staff regarding their own personal business during times set out to discuss City of Auburn business. Councilmembers shall not discuss personal business with staff immediately before or after Council meetings in Council Chambers.

~~17.5 Internet & Electronic Resources/Equipment and Facility Use.~~

~~A. Policy. It is the policy of the City Council that Internet and electronic resources equipment use shall conform to and be consistent with the requirements of City of Auburn Administrative Policy and Procedure 500-03, "Internet & Electronic Resources/Equipment Use – Elected Officials."~~

~~All letters, memoranda, and interactive computer communication involving City Councilmembers and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, are public records.~~

~~B. Communications. Each Councilmember is responsible for checking their communication device multiple times on a daily basis and respond to requests by City staff as soon as possible.~~

~~C. Electronic Communications.~~

~~1. For emergency notifications of absences, and not planned absences, Councilmembers shall send an email to CouncilAlerts@auburnwa.gov to ensure the auto-distribution of communications to necessary people.~~

2. Messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Those records are subject to public inspection and copying.

3. Electronic communications that are intended to be shared among a quorum of the City Council or of an ad hoc Council Committee, whether concurrently or serially, must be considered in light of the Open Public Meetings Act, if applicable. If the intended purpose of the electronic communication is to have a discussion that should be held at an open meeting, the electronic discussion shall not occur. Further, the use of electronic communication to form a collective decision of the Council shall not occur.

4. Electronic communication should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business. In general, electronic communication is discoverable in litigation, and even deleted electronic communication is not necessarily removed from the system. Confidential electronic communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

5. Electronic communication between Councilmembers and between Councilmembers and staff shall not be transmitted to the public or news media without the filing of a public disclosure request with the City Clerk.

6. Even if a Councilmember uses their personal electronic devices all electronic communications and documents related to City business will be subject to discovery demands and public disclosure requests.

D. Use of City Equipment and Facilities.

1. City Councilmembers are provided various tools to assist them in handling the business of the City in the role as members of the City Council. These tools include, but are not limited to: (1) an individual office assigned to each Councilmember in which there is (a) office furniture; (b) a computer accommodating access to the City's computer network and (c) a telephone tied to the City's telephone system; (2) and I-Pad or comparable equipment also tied to the City's computer system that can be used remotely (not just in the Councilmember's office); (3) , an I-Phone or comparable equipment accommodating mobile communication needs for (a) telephone calls, (b) emails, and (c) texting; (4) a City badge accommodating physical

~~access to City Hall facilities and Council Offices; and (5) Council mailboxes.~~

~~In order to assure transmittal of information necessary to conduct business of the City and to avoid Public Records Act liability for the City and Councilmembers for improper or private equipment use, Councilmembers shall use the tools identified above to assist them in being able to receive and work with information related to duties as councilmembers.~~

17.6 Council Relations with City Boards and Commissions.

A. **Council Liaisons**. In addition to where a ~~City~~ Councilmember is appointed by the ~~City~~ Council or the Mayor to serve as a member of a board, commission, committee, task force, or any other advisory body, the City Council may, on limited occasions or under unusual circumstances, appoint a Councilmember to serve as a non-member Liaison to a board, commission, committee, task force, or any other advisory body. Anytime a Councilmember is appointed as such a Liaison, the position or role of Liaison is subordinate to that of Councilmember, and the Councilmember's responsibility is first and foremost to the City and to the ~~City~~ Council. The role and responsibility of the Councilmember-Liaison is to keep the City Council apprised of the activities, positions, and actions of the entity or organization to which the Councilmember has been appointed Liaison, and not to communicate to the board, commission, committee, task force, or other advisory body a statement as the position of the City Council, except as authorized or directed by the ~~City~~ Council. Insofar as a Councilmember-~~Council~~ Liaison position does not give all C~~c~~ouncilmembers equal access to the activities, functions, and information of or about a board, commission, committee, task force or any other advisory body, appointments to Council Liaison positions should be reserved to those instances where a Report to the Council by the board, commission, committee, task force, or any other advisory body would not be convenient or practical.

B. **Reports to the Council**. Each board, commission, committee, task force, or any other advisory body of the City shall be requested to present a report to the City Council at a Regular Meeting or a Study Session of the City Council, as scheduled by the Mayor or Deputy Mayor. Such reports shall be scheduled for a Regular Council Meeting or a Council Study Session~~,~~ and shall be delivered by the C~~c~~hair of the board, commission, committee, task force, or any other advisory body or designee. The reports shall inform the City Council of the activities, functions and information with which the board, commission, committee, task force, or any other advisory body has been involved since the previous report~~,~~ and shall include the opportunity for questions by Councilmembers.

17.7 Whenever a member of the City Council attends any meeting of any other entity or organization, he or she should endeavor to be prudent in what he or she says or

does at such meeting. Further, the Councilmember should avoid attending such meeting if that attendance would impose an interference with the meeting or the operations of the other entity or organization, or of the operations of the City.

SECTION 18
TRAVEL AUTHORIZATION

18.1 **Value of Council Travel**. The Auburn City Council recognizes the need of its members to attend conferences, trainings, and meetings to broaden their knowledge of and familiarity with a diverse collection of City-related issues, including, but not limited to, Public Works, Communications, Transportation, Economic Development, Public Safety, and Energy. These conferences also provide valuable opportunities to network with other elected City ~~elected~~ officials. Comparing Auburn's specific issues with those of other cities often provides the ~~City~~ Council with established policies already in place in other cities that can be adapted to meet the specific needs of the City of Auburn, as well as expediently and efficiently acquainting Auburn City Councilmembers with ideas of how to address Auburn issues and solve Auburn problems.

18.2 **Annual Budget Amounts for Council Travel**. To accommodate Council travel, the Auburn City Council shall allocate an identified amount of money each year in the City budget process to each Councilmember for City-related travel costs, including transportation, lodging, meals, and registration costs.

18.3 **Adjustment of Council Travel Allocations**. If a Councilmember needs more than the amount of travel related funds allocated for their use, the Councilmember shall (1) see if there are unused funds available from any other Councilmember(s) who are willing to transfer funds from their account to the Councilmember needing additional travel funds. If so, with the consent of the Deputy Mayor and the other transferring Councilmember(s), funds will be transferred to the requesting Councilmember's allotment; or (2) shall request a net adjustment to the budget adding additional funds to their allotment, which adjustment shall be approved by a majority of the whole ~~City~~ Council.

18.4 **Receipts and Travel Documentation**. Each ~~City~~ Councilmember shall be responsible for providing to the Mayor or Finance Director, within ten (10) business days of returning from City travel, any and all City travel related receipts and documentation, and a written report regarding the authorized travel the Councilmember attended. All documentation shall also be sent via email to the CouncilAlerts@auburnwa.gov email address. Quarterly reports of the travel costs incurred by each ~~c~~Councilmember shall be provided by the Finance Department.

SECTION 19
CONFIDENTIALITY

19.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive or Closed Sessions and as provided in RCW 42.23.070, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered by the exempt from disclosure under exemptions set forth in the Revised Code of Washington.

SECTION 20
ENFORCEMENT OF RULES OF PROCEDURE

20.1 Councilmembers shall conform their conduct to the requirements, standards and expectations set forth in these Rules of Procedure. In addition to and notwithstanding whatever other enforcement mechanisms may exist for legal, ethical or practical obligations on Councilmember performance or conduct, violations of these Rules of Procedure by Councilmembers may be enforced by action of the City Council through sanctions such as votes of censure or letters of reprimand, and such other action as may be permitted by law.

City Council Rules of Procedure:

Adopted: February 2, 2004
Ordinance No. 5802
Amended by Resolution No. 4282, December 17, 2007
Amended by Resolution No. 4429, December 15, 2008
Amended by Resolution No. 4467, April 6, 2009
Amended by Resolution No. 4615, July 6, 2010
Amended by Resolution No. 4686, February 22, 2011
Amended by Resolution No. 4740, August 15, 2011
Amended by Resolution No. 4813, May 21, 2012
Amended by Resolution No 4909, February 19, 2013
Amended by Resolution No. 5105, November 3, 2014
Amended by Resolution No. 5112, December 1, 2014
Amended by Resolution No. 5115, December 15, 2014
Amended by Resolution No. 5217, May 2, 2016
Amended by Resolution No. 5240, July 5, 2016
Amended by Resolution No. 5283, February 21, 2017
Amended by Resolution No. 5308, August 7, 2017
Amended by Resolution No. 5367, May 7, 2018
Amended by Resolution No. 5399, December 17, 2019
Amended by Resolution No. 5469, November 4, 2019
Amended by Resolution No. 5543, September 8, 2020
Amended by Resolution No. 5676, September 19, 2022
Amended by Resolution No. 5721, June 5, 2023

Council Rules of Procedure – All Revisions Accepted with No Track Changes

RULES OF PROCEDURE OF THE CITY COUNCIL OF

THE CITY OF AUBURN, WASHINGTON

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RULES OF PROCEDURE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON

SECTION 1
AUTHORITY

Pursuant to RCW 35A.12.120, the Auburn City Council establishes the following rules for the conduct of Council meetings, proceedings, business, and the maintenance of order. These rules shall be in effect on adoption by resolution of Council and until they are amended, or new rules are adopted. The Deputy Mayor will coordinate a review of these rules at least once every calendar year.

SECTION 2
COUNCIL MEETINGS

All meetings of the City Council shall be open to the public and all persons shall be permitted to attend, both in person and virtually, any meeting of this body, except as provided in RCW Chapter 42.30. The City Clerk[1] is responsible for preparing agendas for all City Council meetings.[2]

The City Clerk is responsible for preparing action minutes of all of the Council meetings that contain an account of all official actions of the Council. Council meetings shall be electronically recorded and retained for the period of time as provided by State law.

2.1 **Regular Meetings.** Regular Meetings of the City Council shall be held at 7:00 p.m. on the first and third Mondays of every month in the City Hall Council Chambers located at 25 West Main Street, Auburn, Washington.[3]

A. If a scheduled Regular Council meeting falls on a legal holiday, the meeting shall be held at 7:00 p.m. on the first business day following the holiday.

B. The Mayor, as Presiding Officer, shall be seated at the center of the dais, and the Deputy Mayor shall be seated to the Presiding Officer's immediate left. When the Deputy Mayor is acting as the Presiding Officer, in the absence of the Mayor, the Deputy Mayor shall be seated in the center of the dais. The seating arrangement for the other members of the Council shall be as determined and directed by the Deputy Mayor. The seating arrangement will be decided once every calendar year.

[See ACC 2.06.010 (Ord. 3916 § 1, 1983; 1957 code § 1.04.010); ACC 2.06.020 (Ord. 3759 § 1, 1982; 1957 code § 1.04.020); ACC 2.06.030 (1957 code § 1.04.060); ACC 2.06.080 (1957 code § 1.04.090).]

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[1]The City Clerk may delegate any of the duties in these Rules to staff.
[2]ACC 2.03.100
[3]ACC 2.06.010(A), 2.06.020

2.2 **Study Sessions.** Study Sessions of the City Council shall be held at 5:30 p.m. on the second, fourth, and fifth Mondays of every month in the City Hall Council Chambers located at 25 West Main Street, Auburn, Washington.[4]

A. If a scheduled Study Session falls on a legal holiday, the meeting shall be held at 5:30 p.m. on the first business day following the holiday.

B. Study Sessions seating arrangement shall be located in the floor space directly in front of the dais, unless there is a public health emergency in effect. The table layout for Council, presenters, and speakers shall be done in such a way as to provide for maximum visibility of all attendees. The Deputy Mayor and the Special Focus Area Chairperson for the scheduled focus area, as set out by the agenda, shall be at a designated head table. No particular seating arrangement shall be required for other members of the Council, or for the Mayor, for Study Sessions.

C. The Council shall not take final action at a Study Session. For purposes of this rule, "final action" by the Council means a collective positive or negative decision, or an actual vote on a motion, proposal, resolution, order, or ordinance.[5] Procedural parliamentary motions are not considered final action.

2.3 **Special Meetings.** A Special Meeting of the City Council may be called by the Mayor or any three members of the Council by written notice delivered to each member of the Council at least 24 hours before the time specified for the proposed meeting. Meeting notices shall be delivered by reasonable methods. Those methods can include email notification in addition to notice on the agency's website and principal location. The City Clerk shall provide the written notices. No ordinance or resolution shall be passed, or contract let or entered into, or bill for the payment of money allowed, at any special meeting unless public notice of that meeting has been given by notice to the local press, radio, and television that is reasonably calculated to inform the city's inhabitants of the meeting.[6]

[See ACC 2.06.040 (1957 code § 1.04.070).]

2.4 **Emergency Meetings.** Emergency Meetings may be called by the Mayor or Presiding Officer in case of an emergency. Meeting site notice requirements do not apply.

In the event of an emergency, Council may vote on emergency expenditures pursuant to RCW 35A.34.140 and 35A.34.150.

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[4] ACC 2.06.010(B), 2.06.020
[5] RCW 42.30.020(2)
[6] ACC 2.06.040; RCW 35A.12.110

2.5 **Closed or Executive Sessions.** A Council meeting that is closed to the public. Council, the Mayor, City Attorney, and authorized staff members and/or consultants may attend.

Closed and Executive Sessions may be held during Regular Meetings, Study Session Meetings, and Special Meetings of the City Council, and will be announced by the Presiding Officer. Closed and Executive Session subjects are limited to considering those matters permitted by State law.[7]

2.6 **Cancellation of Meetings.** Meetings may be canceled by the Mayor with the concurrence of the Deputy Mayor or, in the absence of either, by the Mayor or the Deputy Mayor, or in the absence of both, by the Presiding Officer or by a majority vote of the City Council, and proper notice given by the City Clerk.

2.7 **Quorum.** Four (4) or more Councilmembers will constitute a quorum for the transaction of business.

SECTION 3
ORDER OF BUSINESS FOR
REGULAR COUNCIL MEETING AGENDA

All items to be included on the Council's agenda for consideration should be submitted to the City Clerk in full by 5:00pm on the Wednesday preceding each Regular Council Meeting. The City Clerk shall then prepare a proposed agenda according to the order of business, for approval by the Mayor, or their designee, provided the approval shall be exercised in a manner consistent with ACC 2.03.100. A final agenda will then be prepared by the City Clerk and distributed to Councilmembers as the official agenda for the meeting.

3.1 The agenda format of the Regular City Council meeting shall be as follows:

A. **Call to Order.** The Mayor shall call the meeting to order.

B. **Land Acknowledgement.** The Mayor shall make a land acknowledgement.

C. **Public Participation.** This is the place in the agenda where the public is informed on how to participate in the public meeting and/or instructed on the available options to view the public meeting.

D. **Pledge of Allegiance**. The Mayor, Councilmembers and, at times, invited guests will lead the Pledge of Allegiance.

E. **Roll Call**. The City Clerk will call the roll.

[7] RCW 42.30.110(1), 42.30.140

F. **Announcements, Proclamations and Presentations**. A proclamation is defined as an official announcement made by the Mayor or the City Council regarding a non-controversial event, activity, or special interest group which has a major city-wide impact.

G. **Appointments**. Appointing individuals to various committees, boards and commissions. Confirmation of appointments, where confirmation is called for, may be preceded by discussion in Executive Session, where appropriate.

H. **Agenda Modifications**. Changes to the Council's published agenda are announced at this time.

I. **Public Hearings and Appeals**. Individuals may comment on public hearing and appeal items by submitting written comments to the City Clerk in advance of the public hearing or by participating in the forum designated by the public hearing notice. However, if an appeal is a closed-record appeal, the matter shall be considered only based on information, evidence, and documents in the record. Argument on the appeal shall refer only to matters, information, documents, and evidence presented at the underlying hearing from which the appeal is taken. No new information, evidence, or documents may be added and argument on the appeal may only deal with information, evidence, and documents in the record. The Presiding Officer will state the public hearing and/or appeal procedures before each hearing.

J. **Public Comment.** Members of the public may comment on any matter related to City business under the Public Comment portion of the meeting agenda. Section 10 of these Rules sets forth the procedures for receiving public comments.

K. **Correspondence**.

L. **Council Ad Hoc Committee Reports**. Council Ad Hoc Committee Chairs, or designee, may report on the status of their Ad Hoc Council Committees' progress on assigned tasks and may give their recommendations to the City Council, if any.

M. **Consent Agenda**. Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include, but are not limited to, the following. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action. The Chair for a Special Focus Area may speak to any of the items on the Consent Agenda that are relevant to the Special Focus Area that they are assigned.

1. Approval of minutes.

2. Fixing dates for public hearings and appeals.

3. Approval of claims and vouchers, bid awards, and contracts.

4. Approval of surplus property.

5. Other items designated by the City Council.

N. **Unfinished Business**. Unfinished business of a general nature that was considered by Council at a previous business meeting.

O. **New Business**. Business, other than ordinances and resolutions, that has not been previously before the City Council and items that are removed from the Consent Agenda for separate discussion and action. Councilmembers are required to provide the Mayor and Deputy Mayor information regarding the topic of any new business 48 hours prior to the Council meeting.

P. **Ordinances**.

1. All ordinances shall be in writing. Titles may be read aloud before the ordinance is voted on. Any Councilmember may request a full reading of the text of a proposed ordinance before the vote on its adoption. The request for a full reading of an ordinance does not need to be voted on. However, the request for a reading of the title of the proposed ordinance, or a full reading of the text of the proposed ordinance, may be waived by a majority of the Councilmembers in attendance at the Council Meeting.

2. Before any ordinance is considered for adoption by the City Council, the ordinance shall be included on a Study Session agenda. Council may waive this rule.

After a motion to adopt an ordinance has been made and seconded, the Councilmember making the motion is encouraged to give a brief description of the issues involved with the ordinance, without simply repeating the ordinance title, and may choose to comment on any results of Council discussion or action regarding the issue.

Discussion and debate by the City Council on ordinances will be held before the vote on an ordinance. Councilmembers may approve, reject, or amend the ordinance, or postpone the action and direct staff to further review the proposed ordinance.

An ordinance shall be adopted by a vote of at least a majority of the whole membership of the Council. In the event of a public emergency, an ordinance may be made effective on adoption, instead of after five days after publication, with a majority vote plus one of the whole Council. A public

emergency ordinance is one designated to protect public health and safety, public property, or public peace.

Q. **Resolutions**. All resolutions shall be in writing. Titles may be read aloud before the resolution is voted on. Any Councilmember may request a full reading of the text of a proposed resolution prior to the vote on its passage. The request for a full reading of a resolution does not need to be voted on. However, the request for a reading of the title of the proposed resolution, or a full reading of the text of the proposed resolution may be waived by a majority of the Councilmembers in attendance at the Council Meeting.

After a motion to pass a resolution has been made and seconded, the Councilmember making the motion is encouraged to give a very brief description of the issues involved with the resolution without simply repeating the resolution title, and the Councilmember may choose to comment on any results of Council discussion or action regarding the issue.

Discussion and debate by the City Council on resolutions will be held before the vote on a resolution. Councilmembers shall decide whether or not to amend the resolution, or direct staff to further review the proposed resolution.

A resolution shall be passed by a majority vote of a quorum of the Council, provided that passage of any resolution for the payment of money or that grants or revokes a franchise or license, shall require the affirmative vote of at least a majority of the whole membership of the Council.

R. **Mayor and Councilmember Reports**. The Mayor and Councilmembers may report on their activities related to federal, state, regional, City, and local organizations for which they are members in their official capacity as elected officials. Reports shall regard those activities and events that have occurred since the last Regular Meeting and that have an important and direct impact or benefit to the City. The Mayor and Councilmembers shall limit their reports to not more than three (3) minutes, with sensitivity to avoiding duplicate reporting.

S. **Adjournment**.

3.2 **Recess**. The foregoing agenda may be interrupted for a stated time as called by the Presiding Officer to recess for any reason, including Closed or Executive Sessions.

3.3 **Amendment to Agenda**. The sequence of handling items on the agenda of a particular Regular Council Meeting may be amended from order listed on the printed/approved agenda as follows:

A. **Motion to Suspend the Rules**. On a motion by any member and majority vote, the City Council may suspend the rules to add an item (e.g., under New Business) or to allow an item on the agenda to be considered at a different order or placement in the agenda, or to be referred to an upcoming Study Session agenda (See Rules 2.2 and 16.1).

B. **Adjustment of Agenda by Presiding Officer**. The Presiding Officer may adjust the order of items on the agenda or add items to the agenda, if agreed upon by the Mayor and the Deputy Mayor, subject to being overruled by a majority vote of the Council.

SECTION 4
COUNCILMEMBER ATTENDANCE AT MEETINGS

4.1 **Council Meetings.**

A. Councilmembers shall attend all scheduled meetings, including committee meetings.

A Councilmember will be excused from a meeting if they have submitted a request in advance of the meeting. Written requests should be submitted by email. If the request is made the day of the meeting, it may be made by telephone or in person. The reason for the request shall be given at the time of the request. Excessive, continued, or prolonged absences may be addressed by the City Council on a case-by-case basis.

Councilmembers shall send their email communication regarding their absence or anticipated late arrival to Council meetings or committees to the CouncilAlerts@auburnwa.gov email address.

[*See* ACC 2.06.050 and RCW 35A.12.060]

B. Councilmembers may participate remotely at Council meetings via telephone, video conference, or other approved electronic means with notification to the Mayor, Deputy Mayor, and designated City staff prior to noon on the day of the meeting. If a Councilmember appears remotely for a Council meeting, the Councilmember will use the City of Auburn approved virtual background. Technical circumstances shall be considered as to the acceptability of remote attendance. Council prefers in-person attendance when possible.

C. Remote attendance of the entire council may be permissible when and if a declaration of emergency is declared locally, regionally, statewide, and/or nationally that would prohibit in person attendance by Councilmembers. The Mayor shall direct remote attendance of the Council as necessary and when it is in the interest of the City to conduct Council business.

[*See* ACC 2.06.050 and RCW 35A.12.060]

4.2 **Study Sessions.**

A. Councilmembers shall attend all Study Sessions.

A Councilmember will be excused from a meeting if they have submitted a request pursuant to section 4.1A of these rules, in advance of the meeting. Written requests should be submitted by email. If the request is made the day of the meeting, it may be made by telephone or in person. The reason for the request shall be given at the time of the request. Excessive, continued, or prolonged absences may be addressed by the City Council on a case-by-case basis.

[*See* ACC 2.06.050 and RCW 35A.12.060]

B. Councilmembers may participate remotely at Study Sessions under the same protocol set forth in Section 4.1B-C.

4.3. **Ad Hoc Council Committee Meetings.** Attendance at Ad Hoc Council Committee Meetings and Special Meetings will not be considered "Regular Meetings" for the purposes of RCW 35A.12.060, applicable to Regular City Council meetings. However, unexcused absences from any Regular or Special meetings, or Ad Hoc Committee meetings, is a violation of these Rules of Procedure.

4.4 **Use of Cell Phones Prohibited.** At all meetings of the City Council, Councilmembers may not use their City cell phones. All cell phones must remain on silent for the duration of the meeting. Personal communication devices may only be used in the event of an emergency. Councilmembers shall not send, receive, read or post e-mails, texts, or social media posts during meetings of the Council.

4.5 **Deportment.** To the extent feasible, Councilmembers shall utilize language appropriate to the seriousness of the public legislative matters at hand. Councilmembers shall address their remarks to the Presiding Officer and shall address elected officials and staff by their title or other method that uses their last name rather than first name, e.g., "Mayor [surname]," "Deputy Mayor [surname], "Councilmember [surname]" "Chief [surname]," or "Director [surname]," as applicable. The purpose of this approach is to ensure that the City Clerk can create accurate meeting minutes. Councilmembers shall refrain from side conversations with other individual Councilmembers. Councilmembers shall also refrain from inappropriate or derogatory body language, comments, or any other actions that detract from the deportment of the City Council.

SECTION 5
PRESIDING OFFICER - DUTIES

5.1 **Conduct of Meetings**.

A. The Mayor will preside over all Regular Meetings, Special Meetings, and Emergency Meetings of the Council. If the Mayor is absent, the Deputy Mayor will preside. If both the Mayor and Deputy Mayor are absent, the Chair of Municipal Service Special Focus Area or Chair of the Finance and Internal Services Special Focus Area (in that order) will preside.

The Deputy Mayor will preside over Council Study Sessions, other than those portions for which Special Focus Areas are scheduled, in which case the Chair of the Special Focus Area will preside. If the Deputy Mayor is absent, the Special Focus Area Chair will preside. If both the Deputy Mayor and the Special Focus Area Chair are absent, the Special Focus Area Vice Chair will preside.

The Mayor is encouraged to attend Study Sessions.

5.2 **The Presiding Officer**:

A. Shall preserve order and decorum at all meetings of the Council and cause the removal of any person in the audience from any meeting who interrupts the meeting after having been warned to cease the interruptive behavior.

B. Shall observe and enforce all rules adopted by the Council.

C. Shall decide all questions on order, in accordance with these rules, subject to appeal by any Councilmember.

D. May affix approximate time limits for each agenda item.

SECTION 6
COUNCILMEMBERS

6.1 **Remarks**. Councilmembers who wish to speak shall address the Presiding Officer and, when recognized, shall limit their comments to questions under consideration.

6.2 **Questioning**. Any member of the Council, and the Mayor, shall have the right to question any individual, including members of the staff, on matters related to the issue properly before the Council for discussion.

6.3 **Obligation to the Public Agency**. Notwithstanding the right of Councilmembers to express their independent opinions and exercise their freedom of speech, Councilmembers should act in a way that reflects positively on the reputation of the City and of the community. Councilmembers shall also interact with other members of the City Council, the Mayor, and City staff in ways that promote effective local government.

6.4 **Council Training**. Councilmembers shall participate in training offered by individuals, agencies, entities, and organizations including, but not limited to, the Association of Washington Cities and the State of Washington. This includes initial orientation after taking office, and other required or recommended training.

6.5 **Participation in Committees, Agencies and Organizations**. To better represent the interests of the City of Auburn, Councilmembers are encouraged to participate in assignments to local, regional, state, and national committees, agencies and organizations, and to attend community, regional, and state events. Councilmembers who have confirmed their intent to attend are expected to arrange their appearance in order to avoid unnecessary expenditure of City funds.

6.6 **Conduct.** Councilmembers shall be subject to the policies in Exhibit A of these Rules. Unless otherwise stated in these Rules, the terms, provisions, and conditions set forth in the Polices are hereby incorporated into these Rules. Any violation of these policies, as determined by the City Council, shall be subject to section 20.1 of these Rules.

SECTION 7
DEBATES

7.1 **Speaking to the Motion**. No member of the Council, or the Presiding Officer, shall speak more than twice on the same motion except by consent of the Presiding Officer or a majority of the Councilmembers present at the time the motion is before the Council. The Presiding Officer shall recognize Councilmembers in the order in which they request the floor. The Councilmember who made a motion shall be permitted to speak to it first. The Presiding Officer may also allow discussion of an issue before stating a motion when such discussion would facilitate wording of a motion.

7.2 **Interruption**. No member of the Council, or the Presiding Officer, shall interrupt or argue with any other member while such member has the floor, other than the Presiding Officer's duty to preserve order during meetings as provided in Section 5.2.A of these rules.

7.3 **Courtesy**. Members of the Council and the Presiding Officer, in the discussion, comments, or debate of any matter or issue, shall address their remarks to the Ppresiding Officer, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or make derogatory remarks or

insinuations with respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

7.4 **Challenge to Ruling**. Any member of the Council shall have the right to challenge any action or ruling of the Presiding Officer, in which case the decision of the majority of the members of the Council present shall govern.

SECTION 8
PARLIAMENTARY PROCEDURES AND MOTIONS

8.1 Unless specifically provided in these rules, all City Council meeting discussions shall be governed by *ROBERTS RULES OF ORDER, NEWLY REVISED* (latest edition).

8.2 If a motion does not receive a second, it dies. Matters that do not constitute a motion (and for which no second is needed) include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege.

8.3 A motion that receives a tie vote fails. The Mayor, as Presiding Official, shall be allowed to vote to break a tie vote, except where prohibited by law.

8.4 Motions shall be stated in the affirmative. For example, "I move to approve" as opposed to "I move to reject." Councilmembers shall be clear and concise and not include arguments for the motion within the motion.

8.5 After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote. A motion and second is not an indication by a Councilmember that they support the action. The motion and second enables discussion and debate in advance of a formal vote.

8.6 If any Councilmember wishes to abstain from a vote on a motion that Councilmember shall so advise the City Council, shall remove and absent themselves from the deliberations and considerations of the motion, and shall have no further participation in the matter. The Councilmember should make this determination before any discussion or participation on the subject matter or as soon thereafter as the Councilmember identifies a need to abstain. A Councilmember may confer with the City Attorney to determine whether the Councilmember is required to abstain.

8.7 A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table effectively removes the item without a time certain. A motion to table to a time certain will be considered a

motion to postpone as identified in Section 8.8. To remove an item from the table requires a two-thirds' majority vote.

8.8 A motion to postpone to a certain time is debatable, is amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or at a time certain at a future Regular or Special City Council meeting. To remove an item from postponement in advance of the time certain requires a two-thirds' majority vote.

8.9 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.

8.10 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds' vote; debate is reopened if the motion fails.

8.11 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

8.12 Motions that cannot be amended include motions to adjourn, lay on the table (table), roll call vote, point of order, reconsideration, and take from the table.

8.13 A point of order can be raised by any member of the governing body. A member of the governing body can appeal the Chair's ruling. An appeal must be immediate and must be seconded. The Chair will then explain the ruling. The members of the governing body can debate the matter, each member may speak once. The members of the governing body will then make a decision on the appeal by a majority vote.

8.14 Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

8.15 Debate of the motion only occurs after the motion has been moved and seconded.

8.16 The presiding officer, City Attorney, or City Clerk should repeat the motion prior to voting.

8.17 When a question has been decided, any Councilmember who voted with the prevailing side may move for reconsideration at the same, or the next meeting. In order to afford Councilmembers who voted with the prevailing side the potential basis for a motion for reconsideration, Councilmembers who voted with the prevailing side may inquire of Councilmembers who voted with the minority as to the reasons for their minority vote, if not stated during debate prior to the vote. A motion for reconsideration is debatable if the motion being reconsidered was debatable. If the motion being reconsidered was not debatable, the motion for reconsideration is not debatable.

8.18 The City Attorney shall act as the Council's parliamentarian and shall advise the Presiding Officer on all questions of interpretations of these rules which may arise at a Council meeting.

8.19 These rules may be amended, or new rules adopted, by a majority vote of the full Council.

SECTION 9
VOTING

9.1 **Voice vote**. A generalized verbal indication by the Council as a whole of "aye or yes" or "nay or no" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Council. Silence of a Councilmember during a voice vote shall be recorded as a "no" vote except where a Councilmember abstains because of a stated conflict of interest or appearance of fairness issue.

If there is uncertainty as to the outcome of a voice vote, the Presiding Officer or any Councilmember may ask for a raise of hands for the ayes or nays.

9.2 **Roll Call Vote**. A roll call vote may be requested by the Presiding Officer or by any Councilmember. The City Clerk shall conduct the roll call vote.

9.3 **Abstentions**. It is the responsibility of each Councilmember to vote when requested on a matter before the full Council. A Councilmember may only abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.

9.4 **Votes by Mayor**. Except where prohibited by law, the Mayor, as Presiding Official, shall be allowed to vote to break a tie vote.

SECTION 10
COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL

10.1 Persons or groups specifically scheduled on a Council Meeting Agenda may address the Council in accordance with the speaking times included on the agenda.

10.2 Persons or groups that are not specifically scheduled on the agenda may address the council by filling out a speaker sign-in sheet (available at the City Clerk's desk or at a designated location within the Council Chambers), and (when recognized by the Presiding Officer) stepping up to the podium and giving their name and city of residence for the record.

Unscheduled public comments to the Council are subject to the following rules:

1. Remarks will be limited to 3 minutes. The City Clerk shall use a suitable device to electronically measure speaker time. The Presiding Officer may make discretionary exceptions to speaker time restrictions;

2. Speakers may not "donate" their speaking time to any other speaker;

3. Remarks will be addressed to the Council as a whole.

10.3 Meeting interruptions. Any speaker or person who interrupts the orderly conduct of a meeting may be barred from further participation in the meeting by the Presiding Officer, unless permission to continue is granted by a majority of Councilmembers present. Examples of interruptions under this rule include:

1. failing to comply with an allotted speaking time;

2. committing acts of violence or property destruction;

3. directly or indirectly threatening physical violence against anyone attending the meeting;

4. interfering with the meeting or with other speakers through vocal interruptions or disruptive action.

If a meeting interruption occurs, the Presiding Officer shall address the person(s) causing the interruption by citing the interrupting conduct, ordering it to stop, and warning that continuation may result in removal from the meeting.

The Presiding Officer may remove the interrupting person(s) if the conduct persists after the warning. If removal of the person(s) does not restore the meeting to order, the Presiding Officer may clear the room of spectators and continue the meeting or adjourn the meeting and reconvene it at a different location selected by Council majority.[8]

SECTION 11
PUBLIC HEARINGS AND APPEALS

11.1 Quasi-judicial hearings require a decision be made by the Council using a certain process, which may include a record of evidence considered and specific findings made. The following procedure shall apply:

A. The Department Director of the department most affected by the subject matter of the hearing, or that Director's designee, will present the City's position and findings. Staff will be available to respond to Council questions.

[8] RCW 42.30.050

B. The proponent spokesperson shall speak first and be allowed ten (10) minutes. Council may ask questions.

C. The opponent spokesperson shall be allowed ten (10) minutes for presentation and Council may ask questions.

D. Each side shall then be allowed five (5) minutes for rebuttal, with the proponent spokesperson speaking first, followed by the opponent spokesperson.

E. The City Clerk shall serve as timekeeper during these hearings.

F. After each proponent and opponent spokesperson have used their speaking time, Council may ask further questions of the speakers, who shall be entitled to respond but limit their response to the question asked.

11.2 Public hearings where a general audience is in attendance to present arguments for or against a public issue:

A. The Department Director or designee shall present the issue to the Council and respond to questions.

B. A person may speak for three (3) minutes. No one may speak for a second time until everyone who wishes to speak has had an opportunity to speak. The Presiding Officer may make exceptions to the time restrictions of persons speaking at a public hearing when warranted, in the discretion of the Presiding Officer.

C. The City Clerk shall serve as timekeeper during these hearings.

D. After the speaker has used their allotted time, Council may ask questions of the speaker and the speaker may respond but may not engage in further debate.

E. The hearing will then be closed to public participation and open for discussion among Councilmembers.

F. The Presiding Officer may exercise changes in the procedures at a particular meeting or hearing, but the decision to do so may be overruled by a majority vote of the Council.

SECTION 12
DEPUTY MAYOR

12.1 Annually or more often as deemed appropriate, the members of the City Council, by majority vote, shall designate one of their members as Deputy Mayor for a one-year time period, except as provided in Section 12.1, Paragraphs G and H. Elections will be held no later than the last Council meeting of the year for determining the Deputy Mayor for the subsequent year.

A. Any member of the City Council may be nominated for the position of Deputy Mayor by having that Councilmember's name placed in nomination by a Councilmember. The nomination of a councilmember for the position of Deputy Mayor does not require a second, and a councilmember may nominate him or herself.

1. Nominations for the position of Deputy Mayor shall be made by members of the City Council on the dates of election for the Deputy Mayor position.

2. In connection with the selection of Deputy Mayor, Councilmembers are expected to approach the election in an open, transparent, and respectful manner, avoiding anything that jeopardizes harmony among Councilmembers.

B. The Councilmember receiving a majority of the votes cast by the members of the City Council shall be elected Deputy Mayor. A Councilmember may vote for themself.

C. The names of all nominees for the position of Deputy Mayor shall be included in the vote.

D. If no single Councilmember received a majority of the votes cast, a second vote/ballot between the two nominees who received the largest number of votes will be held.

E. The Deputy Mayor shall serve at the pleasure of the Council.

F. In the event of a prolonged absence or unavailability of the Deputy Mayor, the Council shall vote on which Councilmember shall serve as the Interim Deputy Mayor. The Interim Deputy Mayor shall be the Councilmember who receives a majority vote. That Councilmember shall then serve as Interim Deputy Mayor until the return of the regular Deputy Mayor, or until the subsequent Deputy Mayor is designated by majority vote. The Interim Deputy Mayor shall have all the rights, duties, and authority of the Deputy Mayor under these rules

G. If the designated Deputy Mayor is unable to serve the full term of the position of Deputy Mayor, the Council shall elect the next Deputy Mayor in accordance with Section 12 to serve the remainder of the term. If the

appointment is declined the process shall continue until a Deputy Mayor is designated.

H. In the event that the Councilmember selected as Deputy Mayor (or Interim Deputy Mayor) is unable to perform the duties of the position of Deputy Mayor, or fails to act in accordance with the City Council Rules of Procedure, the City Council may, by a majority vote of the full City Council, remove the Deputy Mayor (or Interim Deputy Mayor) from this position, in which case, the Council shall elect the next Deputy Mayor (or Interim Deputy Mayor) in accordance with Section 12 to serve the remainder of the term.

[*See* RCW 35A.12.065.]

12.2 The Deputy Mayor or Interim Deputy Mayor, as the head of the legislative branch of the City, shall perform the following duties:

A. Intra-Council Relations:

1. Serve as the Chair of the Council Study Sessions in accordance with Rule 5.1.B;

2. Assist in new councilmember training including conducting a review of the rules of procedure with one to two individual Councilmembers, and a staff liaison, if requested, provided the Mayor is notified of the request;

3. Support cooperative and interactive relationships among Councilmembers;

4. Work with Mayor and Administration to prepare agendas for Council Study Sessions, in accordance with Rules 2.2 and 16.1.B;

5. Preside over the Study Sessions of the City Council, designate Special Focus Area Chairs and Vice-Chairs, designate Special Focus Area assignments, and work with the chairs of the Special Focus Areas on the portions of Study Sessions over which the Special Focus Areas chairs preside in order to reinforce appropriate Special Focus Area topics and to ensure the Councilmember understands how to preside over their portion of the meeting.

6. With support from the City Attorney and/or City Clerk, ensure that Councilmembers are aware of the requirements and limitations related to the Open Public Meetings Act (OPMA) and reinforce adherence to the OPMA and quorum triggers when Councilmembers are operating and communicating in their Ad-Hoc

Committee and Special Focus Areas roles. The Deputy Mayor has a responsibility to report violations of the OPMA when they are made aware of a violation.

B. Mayor-Council Relations:

1. Help maintain a positive and cooperative relationship between the Mayor and the City Council;

2. Act as conduit between the Mayor and the City Council on issues or concerns relating to their duties;

3. Preside over Regular Meetings of the City Council in the absence or unavailability of the Mayor;

4. In the event of a prolonged absence or incapacitation that exceeds two weeks (a state of disability that prohibits the function of duties) of the Mayor, the Deputy Mayor shall perform the duties of the Mayor.

   (a) A prolonged absence that exceeds two weeks is defined as requiring a leave of absence that prohibits the performance of the duties of the office. Vacation leave for periods up to two weeks, illnesses requiring an absence of less than two weeks, out of state or out of country travel lasting not more than two weeks, or other similar short-term absences shall not be considered prolonged absences.

   (b) In the event of a disaster, emergency, or other similar circumstance, where the Mayor is out-of-town and unable to carry out the duties of the office of Mayor, the Deputy Mayor, in consultation with the Mayor, shall act as Mayor until the return and availability of the Mayor;

5. The Deputy Mayor shall also stand in on behalf of the Mayor in other situations as requested by the Mayor;

6. In the performance of the duties of the Mayor, the Deputy Mayor shall not have authority to appoint, remove, replace, discipline or take other similar action on any Department Director or employee of the City;

7. The Deputy Mayor shall not have veto authority for actions that may be taken by the City Council;

8. The Deputy Mayor shall be aware of City, regional, and intergovernmental policies and activities in order to properly execute the role of Mayor.

C. Intergovernmental and Community Relations:

1. Act in absence of Mayor as requested and/or as required;

2. Be aware of all City regional and intergovernmental policies and activities in order to be prepared to step into the role of Mayor if necessary;

3. Serve as the Chair of the City's Emergency Management Compensation Board.

D. Other Duties of the Deputy Mayor:

1. In cooperation with the Mayor and Special Focus Area Chairpersons and with assistance from Administration, create and establish agendas for all Study Sessions;

2. Serve as liaison to the Junior City Council, encouraging, guiding, and counseling the members of the Junior City Council in connection with its duties and assignments;

3. Facilitate any issue related to the conduct and/or actions of Councilmembers that may be inappropriate or that may be in violation of the Council Rules of Procedure (Section 20.1);

4. Conduct voluntary regular and periodic meetings with individual Councilmembers and a staff liaison, if a staff liaison is requested by the Deputy Mayor or the individual Councilmember and provided the Mayor is notified of the request, to address Councilmember issues, concerns, legislative processes, Councilmember proposals, Councilmember training, and other similar related items;

5. Conduct group meetings with Councilmembers, including two on one meetings with Councilmembers on a rotating basis provided that such meetings shall not have more than two Councilmembers at such meetings. All such meetings at which a quorum of the City Council is in attendance shall be in compliance with the Open Public Meetings Act (RCW 42.30), unless expressly exempted.

SECTION 13

COUNCIL POSITION VACANCY OR ABSENCE

13.1 If an unexpired Council position becomes vacant, the City Council has ninety (90) days from the occurrence of the vacancy to appoint, by majority vote of a quorum of the remaining members of the Council, a qualified person to fill the vacancy pursuant to State law. The Council may make such appointment at its next Regular Meeting, or at a Special Meeting called for that purpose. If the Council does not appoint a person within the ninety (90) day period, the County may appoint a qualified person to fill the vacancy as provided by RCW 42.12.070.

13.2 If there is an extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

13.3 The City Clerk's Office shall prepare and submit a display advertisement to the City's official newspaper, with courtesy copies to all other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Auburn, and (b) have a one (1) year residency in the City of Auburn. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate.

13.4 The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at City of Auburn offices and on the City's official website. Copies of the display advertisement will be provided to current members of the City of Auburn commissions, committees, boards, task forces and other City-sponsored community groups.

13.5 Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

13.6 The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting or a Special City Council meeting.

13.7 The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.

13.8 Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.

13.9 In the event the City receives more than 10 completed applications, each City Councilmember will submit to the City Clerk an unranked list of names of the candidates the Councilmember wishes to move forward in the process. Each Councilmember's list should contain no more than 15 names. The City Clerk shall aggregate all Councilmembers lists into one unranked master list of the 10-15 candidates most commonly selected among the individual lists provided. The list shall be arranged in alphabetical order and shall only include the names of the candidates. This aggregated list shall be provided to the Council during the executive session prior to the interview meeting.

13.10 Immediately following the executive session, Council shall meet in public session to select which candidates to invite to participate in an interview at a future City Council meeting. The decision as to which applicants to interview will be based on the information contained in the application forms and Council's evaluation of the qualifications of the candidates. The decision as to which candidates will be interviewed will be at the sole discretion of the City Council.

13.11 At the opening of the meeting at which interviews take place, the Mayor shall provide an overview of the format and ground rules for the meeting. The applicant's order of appearance shall be determined at this time by a random lot drawing performed by the City Clerk.

13.12 In order to ensure each candidate has a fair and equal opportunity to speak with Council, all candidates will be asked to remain sequestered at City Hall, which includes not using electronic devices, for the duration of all candidate interviews. Candidates will be ushered to and from the City Council Chambers by a member of City staff in order to participate in their interview at the pre-determined time. Candidates will be released from sequestration upon conclusion of the final interview and may observe the remainder of the public portion of the Council meeting.

13.13 Each candidate interview shall be no more than 30 minutes in length. The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates. Each interview shall follow the following format. (1) The applicant shall present their credentials to the City Council (up to 10 minutes). (2) The City Council shall ask the predetermined set of questions, one question per Councilmember, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions an will have two (2) minutes to answer each question (up to 14 minutes). (3) An informal question-and-answer period during which Councilmembers may ask and receive answers to miscellaneous or follow-up questions (remainder of time).

13.14 Upon completion of the interviews, the Council may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by Council must be in open public sessions. The Council may not determine who to select or reach a consensus on a preferred candidate in Executive Session.

13.15 The Mayor asks for nominations from Councilmembers for the purpose of creating a group of candidates to be considered. No second is needed.

13.16 Nominations are closed by a motion, second, and majority vote of Council.

13.17 Councilmembers may deliberate on matters such as criteria for selection and the nominated group of candidates.

13.18 The Mayor polls the Councilmembers to ascertain if they are prepared to vote. Voting must take place in a manner in which the public is notified as to the vote of each existing Councilmember for which candidate. If there is more than one candidate, a vote must be taken for each candidate to record each Councilmember's vote.

13.19 The City Clerk records the votes in the meeting minutes.

13.20 The selection of a candidate to fill the vacancy is made by a majority vote of the remaining six members of the Council.

13.21 If a majority vote is not received for a candidate, the Council may postpone elections until another date.

13.22 The Mayor declares the nominee receiving the majority vote as the new Councilmember to be sworn in immediately after the effective date of the resignation.

13.23 The term of the candidate selected to fill the vacancy will be in effect until a person is elected at the next regular election for municipal officers. If successful at the election, the interim term would then end, and the appointed Councilmember will either complete the 4-year term of the vacated position or begin a new 4-year term, depending on the position number of the vacated position.

13.24 If the Council does not appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the County Council will appoint a person to fill the vacancy (RCW 42.12.070).

SECTION 14
COUNCIL MEETING STAFFING

14.1 Department Directors or designees shall attend all meetings of the Council unless excused by the Mayor.

14.2 The City Attorney, or designee, shall attend all meetings of the Council unless excused by the Mayor, and shall upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.

SECTION 15
COUNCIL RELATIONS WITH STAFF

15.1 There will be mutual courtesy and respect from both City staff and Councilmembers toward each other and of their respective roles and responsibilities.

15.2 City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies under the direction of the Mayor.

15.3 It is the intent of Council that all pertinent information asked for by individual Councilmembers shall be made available to the full Council.

15.4 Individual Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits. Councilmembers may, at the request of the Mayor, participate in discussions and decisions related to these matters.

15.5 Other than through legislative action taken by the Council as a whole, individual Councilmembers shall not interfere with the operating rules and practices of any City department.

15.6 No individual Councilmember shall direct the Mayor to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council. This provision, however, does not prohibit individual Councilmembers from discussing issues with the Mayor or making individual requests or suggestions to the Mayor. The Mayor shall endeavor to advise and update the Councilmember(s) on the status or follow-up of such issues.

15.7 All Councilmember requests for information, agenda bills and staff analysis, other than requests for legal advice from the City Attorney's Office, shall be directed through the Mayor in order to assign the task to the proper staff. The Deputy Mayor

may work with the Mayor's designated staff to prepare Study Session agendas and related materials, and facilitate Study Session work.

15.8 Any written communication with staff shall also include the Mayor as a recipient.

SECTION 16
COUNCIL STUDY SESSIONS, COMMITTEES AND CITIZEN ADVISORY BOARDS

16.1 **Study Sessions and Special Focus Areas.** In addition to the regularly scheduled City Council meetings (Regular Council Meetings) scheduled on the first and third Mondays of the month. Different than the format for Regular Council Meetings (identified in Section 3 hereof), Study Sessions shall be less formal than Regular Council Meetings and shall give the City Council the opportunity to discuss and debate issues coming before it for action at Regular Council meetings. The format for these meetings shall be as follows:

A. General Business Focus and Special Focus Areas.

Study Sessions shall consist of (1) a General Business Focus and (2) a Special Focus Area in each meeting. The General Business Focus shall be scheduled first and shall include agenda items that relate to issues of general City concern, items that will be coming before the City Council at upcoming meetings, and presentations and reports to the City Council. The Special Focus Area groups shall, on a rotating basis described below, commence their portion of the Study Session following the conclusion of the Study Session General Business Focus. The Special Focus Area groups shall review matters of Council concern related to their areas of oversight responsibility. The Special Focus Area groups shall consist of the following: (1) Public Works & Community Development; (2) Municipal Services; (3) Community Wellness; and (4) Finance& Internal Services. These Special Focus Area groups shall be tasked with oversight of Council considerations as follows:

1. Community Wellness
    - Health, Equity, & Wellness
    - Neighborhood Services
    - Homelessness Prevention
    - Social Services
    - Diversity, Equity, & Inclusion
    - Cultural Arts & Community Events
    - Housing Policy
2. Finance & Internal Services
    - Facilities
    - Technology

- Property management
- Risk management & Insurance
- Fiscal Sustainability

3. Public Works & Community Development
   - Utilities
   - Transportation
   - Environmental Policy
   - Land Use & Development
   - Right of Way Management
   - Airport
   - Park Development
   - Economic Development
4. Municipal Services
   - Public Safety
   - Courts
   - Recreation, Museum & Senior Services
   - Animal Control
   - Emergency Planning
   - Cemetery
   - Communications

B. Scheduling of Special Focus Area.

1. The Special Focus Areas shall conduct their portion of the Study Sessions on second and fourth Mondays of the month on a rotating basis such as follows: Public Works & Community Development, then Municipal Services, then Community Wellness, then Finance & Internal Services, then Public Works & Community Development, then Municipal Services, and so on.

2. On fifth Mondays of the month, Study Sessions will not typically include any of the above Special Focus Areas but may include special topics and issues of general concern to the City Council, including Council operating arrangements and Council Rules of Procedure. It is provided, however, that in order for the City Council to address the matters coming before the City Council, the Mayor and Deputy Mayor may, as they deem appropriate, insert into any Study Session any matters calling for City Council consideration and discussion, regardless of Special Focus Areas. Such matters will be scheduled to allow sufficient time for preparation of relevant background analysis and information concerning said items and provision to all Councilmembers in advance of the Study Session.

3. Topics for Special Focus Area consideration (for inclusion in the Special Focus Area portion of the Study Session agenda) shall be determined by the Chair of each Special Focus Area along with the

Mayor, the Deputy Mayor, the Vice-Chair, and the designated Departments Director(s) for the Special Focus Area. The matters will be scheduled to allow sufficient time for preparation of relevant background analysis and information concerning said items and provision to all Councilmembers in advance of the Study Session. The Department Director(s) shall review agenda topics and suggestions by other Councilmembers of such topics. The Deputy Mayor may review agenda items and topics with each Special Focus Area Chairperson individually when convenient.

C. Meeting Times

Study Sessions shall be scheduled as set forth in Section 2.2, above.

1. Three to four hours maximum timeframe (goal).

2. Agenda items should relate to future policy-making, strategic planning, or key state or federal issues affecting current or future city operations.

3. Agenda items should be substantive only (*e.g.,* traffic impact fee increase proposals, comprehensive plan updates, rather than day-to-day operational issues. Non-substantive items (*e.g.*, accepting a grant, authorizing contract bidding, etc.) should go directly to the Regular City Council Meeting.

D. Study Session Meeting Format.[9]

1. Call to Order.

2. Roll Call.

3. Announcements, Reports, and Presentations.

4. Agenda Items for Council Discussion.

5. Ordinances.

6. Special Focus Area (the Chair of the Special Focus Area scheduled for the Study Session shall preside over this portion of the Study Session). The Vice Chair shall preside over this portion of the Study Session in the Chair's absence.

7. Adjournment.

[9] It is the intention of the City Council that Study Sessions shall be televised on the City's public access channel if reasonably possible.

E. Council discussion at Study Sessions of each agenda item shall be managed by the Presiding Officer through recognition of each Councilmember in turn. After presentation of an agenda item, the Presiding Officer will ask each Councilmember whether the member would like to make a statement or ask a question regarding the agenda item. The Presiding Officer will start with the Councilmember at the Presiding Officer's right and address each Councilmember in order of seating, as determined by the Presiding Officer. After all Councilmembers have been addressed, the Presiding Officer will again ask for a statement by each Councilmember in the same order. Invitation by the Presiding Officer to each Councilmember to make a statement or ask a question shall be repeated two additional times. There shall be a limit of one question per Councilmember for each round (for three total rounds). Further questions by any Councilmember should be sent via email to the appropriate Department Director after the meeting, provided the Mayor is included in that email. Questions posed at Study Session or via follow up email shall be limited to the matter presented at Study Session.

16.2 **Ad Hoc Committees.** The Mayor, the Deputy Mayor, or a majority of the City Council may establish Ad Hoc Committees as may be appropriate to consider special matters that require special approach or emphasis.

A. Ad Hoc Committees may be established and matters referred to them at Study Sessions, without the requirement that such establishment or referral take place at a regular City Council Meeting.

B. The Mayor and the Deputy Mayor shall each appoint a Councilmember to each Council Ad Hoc Committee. The Deputy Mayor may appoint themselves. The third Councilmember to be appointed to the Ad Hoc Committee shall be selected by majority vote of the Council.

C. Ad Hoc Committees shall consider all matters referred to them and take action by majority consensus only when all Ad Hoc Councilmembers are present. The Chair of such Ad Hoc Committee shall report to the Council the findings of the committee. Committees may refer items to the Council with a committee recommendation or with no committee recommendation.

D. Unless otherwise expressly provided for when forming an Ad Hoc Committee, it is the intention of the Council that Ad Hoc Committees function informally and not in any way that takes action in lieu of or on behalf of the full Council. The purpose and function of such Ad Hoc Committees shall be to review matters in advance of their consideration by the full Council, and perhaps record and make recommendations to the full Council. They are not "committees of a governing body" subject to the requirements of the Open Public Meetings Act (Chapter 42.30. RCW). Ad Hoc Committees shall not receive public testimony or allow audience participation in connection with or related to the agenda item being discussed by the Committee.

E. Councilmembers on Ad Hoc Committees may request a staff liaison, and City Attorney or City Attorney's designee, be present to assist the Councilmembers with institutional knowledge on the subject matter to be discussed, provided the Mayor is notified of the request.

16.3 **Intergovernmental Councils, Boards and Committees.** The Mayor shall appoint Council representatives to intergovernmental councils, boards, and committees.

A. Councilmember appointments to intergovernmental councils, boards and committees, including Ad Hoc Committees, shall be periodically reviewed. All Councilmembers shall have the opportunity to serve on such councils, boards, and/or committees as assigned by the Mayor and on a rotating basis at the discretion of the Mayor. Councilmember appointments to intergovernmental councils, boards, and committees by the Mayor shall be done with consideration of a Councilmember's expertise, background, knowledge, working experience and/or education in that council, board, or committee. Ad Hoc Committee appointment by the Mayor or Deputy Mayor shall be at their discretion.

B. Councilmembers will prioritize appointments to Intragovernmental Councils, Boards, and Committees by seeking and filling positions that provide value to the City and its constituents. Providing value occurs in the following order of priority: (1) bringing money to the City, (2) bringing projects and/or investments into the City, (3) influencing policy or investment outcomes in the City, and (4) protecting City interests. These community-wide benefits are a priority over the personal interests of an individual Councilmember.

C. Advisory Boards, Committees, and Commissions established by ordinance, consisting of residents appointed pursuant to the establishing Ordinance and serving in the capacity and for the purposes indicated in the Ordinance, shall act as an advisory committee to the Council.

SECTION 17
COUNCIL REPRESENTATION AND INTERNAL COMMUNICATION

17.1 If a Councilmember meets with, attends a meeting, or otherwise appears before individuals, another governmental agency, a community organization, or a private entity or organization, including individuals, agencies, or organizations with whom or with which the City has a business relationship, and makes statements directly or through the media, commenting on an issue that does or could affect the City, the Councilmember shall state the majority position of the Council, if known, on that issue. Personal opinions and comments which differ from those of the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position, and the statements are those of the Councilmember as an individual. Additionally, before a Councilmember discusses

anything that does or could relate to City liability, the Councilmember should talk to the City Attorney or the City's Risk Manager, so that the Councilmember would have a better understanding of what may be said or how the discussion should go to control or minimize the City's liability risk and exposure.

17.2 Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another government agency, or community organization.

17.3 Councilmembers shall not knowingly communicate with an opposing party or with an opposing attorney in connection with any pending or threatened litigation in which the City is a party or in connection with any disputed claim involving the City without the prior approval of the City Attorney, unless the Councilmember is individually a party to the litigation or is involved in the disputed claim separate from the Councilmember's role as a City official.

17.4 Communication among Councilmembers shall conform to the following parameters:

A. Except in connection with Councilmembers meeting, informally, in committees not subject to the Open Public Meetings Act, to assure that communication on agenda items occurs to the greatest extent possible at the public meetings, and to avoid even the perception that email is being used in a way that could constitute a public meeting, successive communications on Council topics that involve a quorum of the Councilmembers shall not occur. Councilmembers shall refrain from emailing Councilmembers about such agenda items. Councilmembers should be prepared to communicate about matters that are on upcoming Council agendas at the public meetings. If Councilmembers wish to share information with other Councilmembers about matters that are on upcoming agendas, the Councilmembers should forward that information to the Mayor for distribution in the Council meeting packets.

B. Councilmembers may communicate via email to other Councilmembers, including to a quorum of the full Council about matters within the scope of the Council's authority or related to City business, but not yet scheduled on upcoming Council agendas, to indicate a desire that certain items be included on upcoming meeting agendas; provided that Councilmembers shall never ask for responses from the other Councilmembers in that communication.

C. Email communication among Councilmembers relating to City operations should also include the Mayor as a recipient/addressee.

D. Councilmembers may email the Mayor about City business without limitations or restrictions.

E. The Deputy Mayor from time to time may need to communicate with all Councilmembers on various items such as the annual review of the Rules of Procedure. All such correspondence, usually in the form of email, shall be provided to Council as a whole through the Council Assistant. Any responses from Council shall also be directed to the Council Assistant who shall then provide all Councilmembers with email correspondence regarding questions, comments, suggestions, recommendations, or any similar item.

F. Council email correspondence and all electronic communications shall utilize the designated city email account or city device with no exceptions and within the parameters of the Open Public Meetings Act and the Public Records Act.

17.5 Councilmembers shall not communicate with staff regarding their own personal business during times set out to discuss City of Auburn business. Councilmembers shall not discuss personal business with staff immediately before or after Council meetings in Council Chambers.

17.6 Council Relations with City Boards and Commissions.

A. **Council Liaisons**. In addition to where a Councilmember is appointed by the Council or the Mayor to serve as a member of a board, commission, committee, task force, or any other advisory body, the City Council may, on limited occasions or under unusual circumstances, appoint a Councilmember to serve as a non-member Liaison to a board, commission, committee, task force, or any other advisory body. Anytime a Councilmember is appointed as such a Liaison, the position or role of Liaison is subordinate to that of Councilmember, and the Councilmember's responsibility is first and foremost to the City and to the Council. The role and responsibility of the Councilmember-Liaison is to keep the City Council apprised of the activities, positions, and actions of the entity or organization to which the Councilmember has been appointed Liaison, and not to communicate to the board, commission, committee, task force, or other advisory body a statement as the position of the City Council, except as authorized or directed by the Council. Insofar as a Councilmember-Liaison position does not give all Councilmembers equal access to the activities, functions, and information of or about a board, commission, committee, task force or any other advisory body, appointments to Council Liaison positions should be reserved to those instances where a Report to the Council by the board, commission, committee, task force, or any other advisory body would not be convenient or practical.

B. **Reports to the Council**. Each board, commission, committee, task force, or any other advisory body of the City shall be requested to present a report to the City Council at a Regular Meeting or a Study Session of the City

Council, as scheduled by the Mayor or Deputy Mayor. Such reports shall be scheduled for a Regular Council Meeting or a Council Study Session and shall be delivered by the Chair of the board, commission, committee, task force, or any other advisory body or designee. The reports shall inform the City Council of the activities, functions and information with which the board, commission, committee, task force, or any other advisory body has been involved since the previous report and shall include the opportunity for questions by Councilmembers.

17.7 Whenever a member of the City Council attends any meeting of any other entity or organization, he or she should endeavor to be prudent in what he or she says or does at such meeting. Further, the Councilmember should avoid attending such meeting if that attendance would impose an interference with the meeting or the operations of the other entity or organization, or of the operations of the City.

SECTION 18
TRAVEL AUTHORIZATION

18.1 **Value of Council Travel**. The Auburn City Council recognizes the need of its members to attend conferences, trainings, and meetings to broaden their knowledge of and familiarity with a diverse collection of City-related issues, including, but not limited to, Public Works, Communications, Transportation, Economic Development, Public Safety, and Energy. These conferences also provide valuable opportunities to network with other elected City officials. Comparing Auburn's specific issues with those of other cities often provides the Council with established policies already in place in other cities that can be adapted to meet the specific needs of the City of Auburn, as well as expediently and efficiently acquainting Auburn City Councilmembers with ideas of how to address Auburn issues and solve Auburn problems.

18.2 **Annual Budget Amounts for Council Travel**. To accommodate Council travel, the Auburn City Council shall allocate an identified amount of money each year in the City budget process to each Councilmember for City-related travel costs, including transportation, lodging, meals, and registration costs.

18.3 **Adjustment of Council Travel Allocations**. If a Councilmember needs more than the amount of travel related funds allocated for their use, the Councilmember shall (1) see if there are unused funds available from any other Councilmember(s) who are willing to transfer funds from their account to the Councilmember needing additional travel funds. If so, with the consent of the Deputy Mayor and the other transferring Councilmember(s), funds will be transferred to the requesting Councilmember's allotment; or (2) shall request a net adjustment to the budget adding additional funds to their allotment, which adjustment shall be approved by a majority of the whole Council.

18.4 **Receipts and Travel Documentation**. Each Councilmember shall be responsible for providing to the Mayor or Finance Director, within ten (10) business days of returning from City travel, any and all City travel related receipts and documentation, and a written report regarding the authorized travel the Councilmember attended. All documentation shall also be sent via email to the CouncilAlerts@auburnwa.gov email address. Quarterly reports of the travel costs incurred by each Councilmember shall be provided by the Finance Department.

SECTION 19
CONFIDENTIALITY

19.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive or Closed Sessions and as provided in RCW 42.23.070, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered by the exempt from disclosure under exemptions set forth in the Revised Code of Washington.

SECTION 20
ENFORCEMENT OF RULES OF PROCEDURE

20.1 Councilmembers shall conform their conduct to the requirements, standards and expectations set forth in these Rules of Procedure. In addition to and notwithstanding whatever other enforcement mechanisms may exist for legal, ethical or practical obligations on Councilmember performance or conduct, violations of these Rules of Procedure by Councilmembers may be enforced by action of the City Council through sanctions such as votes of censure or letters of reprimand, and such other action as may be permitted by law.

City Council Rules of Procedure:

Adopted: February 2, 2004
Ordinance No. 5802
Amended by Resolution No. 4282, December 17, 2007
Amended by Resolution No. 4429, December 15, 2008
Amended by Resolution No. 4467, April 6, 2009
Amended by Resolution No. 4615, July 6, 2010
Amended by Resolution No. 4686, February 22, 2011
Amended by Resolution No. 4740, August 15, 2011
Amended by Resolution No. 4813, May 21, 2012
Amended by Resolution No 4909, February 19, 2013
Amended by Resolution No. 5105, November 3, 2014
Amended by Resolution No. 5112, December 1, 2014
Amended by Resolution No. 5115, December 15, 2014
Amended by Resolution No. 5217, May 2, 2016
Amended by Resolution No. 5240, July 5, 2016
Amended by Resolution No. 5283, February 21, 2017
Amended by Resolution No. 5308, August 7, 2017
Amended by Resolution No. 5367, May 7, 2018
Amended by Resolution No. 5399, December 17, 2019
Amended by Resolution No. 5469, November 4, 2019
Amended by Resolution No. 5543, September 8, 2020
Amended by Resolution No. 5676, September 19, 2022
Amended by Resolution No. 5721, June 5, 2023

EXHIBIT A

CITY COUNCIL CONDUCT POLICIES

1. CONDUCT

City Policy Reference 200-81

PURPOSE
To emphasize the high standards of professionalism, public service, and integrity expected.

POLICY
It shall be the duty of all City personnel to maintain high standards of cooperation, efficiency and integrity in their work with the City. It is the responsibility of each individual to conduct themselves with professionalism and commitment towards customer service not only with the citizens and public of the City of Auburn but also when working within other elected officials or working with other departments within the City structure.

2. FAIR PRACTICES

City Policy Reference 200-2

PURPOSE
To establish guidelines for the promotion of fair practice and nondiscrimination in activities relating to employment and treatment of all citizens in order to foster trust and cooperation between City personnel and the diverse and pluralistic society that makes up the City of Auburn.

The City is committed to recognizing that all people are vital to the City's shared prosperity and that all people must be respected and valued. City personnel can, and should, lead the way forward in making inclusiveness and diversity priorities, and pledges active efforts to seek to achieve that goal.

POLICY
The Policy of the City of Auburn is to promote and afford equal treatment and services to all citizens and to assure equal employment opportunity to all persons regardless of race, creed, color ethnicity, nation origin, sex, age, marital status, veteran's status, sexual orientation, or the presence of any sensory, mental, or physical disability, unless based upon a bona fide occupational qualification: provided that the prohibition against discrimination shall not apply if it prevents the proper performance of the particular worker involved.

The City of Auburn will cooperate with all organizations and commissions organized to promote fair practices and equal opportunity in employment.

DEFINITIONS:

For the purpose of this policy, sexual orientation means heterosexual, homosexual, bisexual, and gender expression or identity. As used in this definition, " gender expression or identity" means having or being perceived as having a gender identity, self image, appearance, behavior, or

expressions, whether or not that gender identity self image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

3. NONDISCRIMINATION

City Policy Reference 200-03

PURPOSE
To establish policy for a nondiscriminatory working environment within the City Auburn.

POLICY
The policy of the City of Auburn is to promote and afford equal treatment and services to all citizens and to assure equal employment opportunity to all qualified persons regardless of race, creed, 'color, ethnicity, national origin, sex, age, marital status, sexual orientation, veteran's status, or the presence of any sensory, mental, or physical disability, unless based on a bona fide occupational qualification.

It is the policy of the City of Auburn to foster and maintain a harmonious and nondiscriminatory working environment for all. Toward this end, the City will not tolerate racial, ethnic, religious, disability or sexual oriented behaviors or comments by any citizen, employee, or elected official to or about any citizen, employee, or elected official.

DEFINITONS
For the purpose of this policy, sexual orientation means heterosexual, homosexual, bisexual, and gender expression or identity. As used in this definition, "gender expression or identify" means having or being perceived as having a gender identity, self image, appearance, behavior, or expressions, whether or not that gender identity self image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

4. WORKPLACE HARASSMENT

City Policy Reference 200-4

PURPOSE
To establish the policy and procedures defining the City's position on workplace harassment, including sexual harassment, and to provide guidance to any City personnel who believes he/she has experienced harassment by a supervisor, co-worker, other City personnel, or outside individual.

POLICY
It is the policy of the City of Auburn to provide a work environment for everyone that is harmonious and free from intimidation and harassment. The City is committed to ensuring that

the practices and conduct of all City personnel comply with the requirements of federal and state laws against employment discrimination. To that end, the City expects all City personnel to work in a manner that respects the feelings and dignity of others.

It is the policy of the City that everyone have the right to work in an environment free from harassment based upon their race, color, religion, gender, national origin, ethnic background, age, marital status, sexual orientation, military or veteran's status, presence of a disability or the presence of any other protected status or characteristic, or any other basis prohibited by local, state, or federal laws unless based on a bona fide occupational qualification. Workplace harassment, including sexual harassment, negatively affects morale, motivation, and job performance. The City will not tolerate any form of workplace harassment, including sexual harassment, toward City personnel by other City personnel or other individuals.

Those who in good faith report an incident of workplace harassment, including sexual harassment, shall not be subjected to any form of retaliation.

DEFINITIONS

1. Workplace harassment includes, but is not limited to, unsolicited remarks, gestures, or physical contact; display or circulation of written materials or pictures derogatory to a specific gender, racial, ethnic, religious groups, persons with physical, mental, or sensory disabilities, or any other basis prohibited by local, state, or federal laws; or basing employment decisions on an employee's response to sexually-orientated requests.

2. Sexual harassment means unwelcome behavior of a sexual nature that affects terms and conditions of the work environment. These include, but are not limited to, sexual advances and/or other verbal or physical conduct made when: (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (b) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (c) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to:

1. Unwelcome or unwanted flirtations, propositions, advances, patting, pinching, brushing up against, hugging, cornering, blocking, kissing, fondling, putting ones arms around another, or any other similar physical contact considered unacceptable by another individual.

2. Verbal comments, suggestions, jokes, innuendos, or derogatory remarks based on sex;

3. Visual harassment, leering, whistling, gesturing, posting sexually suggestive or derogatory pictures, cartoons, drawings.

4. Pressure for sexual favors, subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by implied or stated promises of preferential treatment or negative consequences concerning an individual's employment (such as an employee's performance evaluation, work assignment, advancement, or training opportunities).

3. Other harassment (nonsexual) is defined as verbal or physical conduct that denigrates, shows hostility, or aversion toward an individual because of such individual's protected status or characteristics such as his/her race, color, religions, gender, national origin, age marital status, veteran's status, sexual orientation, or disability that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects the individual's employment opportunities.

4. Sexual orientation means heterosexual, homosexual, bisexual, and gender expression or identity. As used in this definition, "gender expression or identify" means having or being perceived as having a gender identity, self image, appearance, behavior, or expressions, whether or not that gender identity self image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

5. WORKPLACE VIOLENCE

City Police Reference 200-13

PURPOSE
To establish policy defining the City's position on not tolerating violence in the workplace, and provide guidance in the event a violent or threatening act or situation occurs.

POLICY
No person shall display violent or threatening behavior to others, including employees, the public, vendors, or contractors in the performance of his/her job and/or while on City property. Given the City's commitment to ensuring a healthy, safe and non-violent work environment, prohibitive behavior includes, but is not limited to:

1. Any verbal threat of harm towards persons or property.
2. Any threatening or actual physical act such as threatening gestures, hitting, pushing, kicking, holding, impeding or. blocking the movement of another person.
3. The use, threatening use or possession of firearms, other weapons or explosives, openly or concealed, licensed or otherwise, while performing City business and/or while on City premises including parking lots. Exception: Commissioned law enforcement officers or other official purposes sanctioned by the City.

DEFINITIONS
Weapon: Any object, instrument or chemical used to inflict harm or injury to another person or any item used in a manner threatening harm or injury to another person.

Possession of mace, pepper spray or the like for defensive purposes is not a violation of this policy.

6. TOBACCO-FREE WORK ENVIRONMENT

City Policy Reference 200-08
RCW 70.160
WAC 296-62-12005

PURPOSE
The purpose of this policy is to set out a plan and timelines for the City and City personnel to maintain a tobacco -free work environment.

POLICY
1. The City is committed to achieving a tobacco-free work environment, providing as much support as possible to assist tobacco users in this transition, and to fulfill its obligations under the law.

2. Smoking, the use of vapor and/or e -cigarettes, and all other tobacco products are prohibited in City buildings, facilities, entryways, near air intakes, or other openings that allow airflow directly into an office, building, or City vehicle.

3. City personnel may use tobacco products, vapors, and/or e -cigarettes during breaks and meal periods in outdoor areas surrounding City vehicles and facilities absent any other ordinance, rules, and/or regulations prohibiting tobacco usage.

4. Smoking cessation programs are offered by the City to assist current tobacco users who wish to stop using tobacco products.

7. ALCOHOL AND DRUG FREE WORK ENVIRONMENT

City Policy Reference 200-09
Drug -Free Workplace Act of 1988, Federal Register, Vol. 54 No 19.

PURPOSE
The City of Auburn has a significant interest in ensuring the health and safety of its City personnel and citizens. Therefore, the City will maintain a policy of an alcohol and drug free workplace.
This policy outlines those steps the City is taking to ensure that City personnel are free of the influence of controlled substances and/or alcohol while in the performance of their duties or acting on the City's behalf.

POLICY

1. Prohibited Conduct.

a. The City of Auburn strictly prohibits the manufacture, possession, distribution, dispensing or use of alcohol or controlled substances in the workplace, while on duty, or while representing the City of Auburn.

b. Reporting for work, remaining on duty, or acting on behalf or the City of Auburn while under the influence of alcohol or a controlled substance is strictly prohibited.

c. No personnel shall perform safety sensitive functions on behalf of the City within four (4) hours after using alcohol.

8. INTERNET & ELECTRONIC RESOURCES-EQUIPMENT USE-ELECTED OFFICIALS

City Policy Reference 500-3

PURPOSE

To establish a policy and identify the principles of acceptable use of the internet and other electronic communications resources/equipment provided for use during his/her term of office for elected officials.

POLICY

It is the policy of the Council that Internet and electronic resources equipment use shall conform to and be consistent with the requirements of City of Auburn Administrative Policy and Procedure 500-03, "Internet & Electronic Resources/Equipment Use – Elected Officials."

All letters, memoranda, and interactive computer communication involving City Councilmembers and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, are public records.

When individual Councilmembers have completed their term of office, they will return all City electronic equipment to the Director of Information Technologies.

COMMUNICATIONS

Each Councilmember is responsible for checking their communication device multiple times daily and respond to requests by City staff as soon as possible.

ELECTRONIC COMMUNICATIONS

1. For emergency notifications of absences, and not planned absences, Councilmembers shall send an email to CouncilAlerts@auburnwa.gov to ensure the auto-distribution of communications to necessary people.
2. Messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Those records are subject to public inspection and copying.
3. Electronic communications that are intended to be shared among a quorum of the Council or of an Ad Hoc Council Committee, whether concurrently or serially, must be considered in light of the Open Public Meetings Act, if applicable. If the intended purpose of the electronic communication is to have a discussion that

should be held at an open meeting, the electronic discussion shall not occur. Further, the use of electronic communication to form a collective decision of the Council shall not occur.

2. Electronic communication should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business. In general, electronic communication is discoverable in litigation, and even deleted electronic communication is not necessarily removed from the system. Confidential electronic communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.
3. Electronic communication between Councilmembers and between Councilmembers and staff shall not be transmitted to the public or news media without the filing of a public disclosure request with the City Clerk.
4. Even if a Councilmember uses their personal electronic devices, all electronic communications and documents related to City business will be subject to discovery demands and public disclosure requests.

USE OF CITY EQUIPMENT AND FACILITIES

1. Councilmembers are provided various tools to assist them in handling the business of the City in the role as members of the Council. These tools include, but are not limited to: (1) an individual office assigned to each Councilmember in which there is (a) office furniture; (b) a computer accommodating access to the City's computer network and (c) a telephone tied to the City's telephone system; (2) and I-Pad or comparable equipment also tied to the City's computer system that can be used remotely (not just in the Councilmember's office); (3) an I-Phone or comparable equipment accommodating mobile communication needs for (a) telephone calls, (b) emails, and (c) texting; (4) a City badge accommodating physical access to City Hall facilities and Council Offices; and (5) Council mailboxes.
2. In order to assure transmittal of information necessary to conduct business of the City and to avoid Public Records Act liability for the City and Councilmembers for improper or private equipment use, Councilmembers shall use the tools identified above to assist them in being able to receive and work with information related to duties as Councilmembers.

PROHITIBITED USES: The creation, transmission, downloading or storage of any document, data or message which reasonably can be construed as relating to or promoting the following, are prohibited:

1. Discrimination or harassment on the basis of age, race, color, gender, creed, marital status, national origin, disability or sexual orientation;
2. Any language and subject matter that is objectionable, offensive, obscene, threatening or otherwise inappropriate as described in the City's Workplace Harassment Policy;
3. Any communication to solicit for or promote commercial or non-profit ventures, religious or political causes, outside organizations, rumor or slander or other non-job related solicitations;

4. Any information that violates copyright laws;
5. Copying any City licensed computer software for personal use is prohibited;
6. See also specific prohibitions related to individual types of system use, below.

INTERNET: Browsing, List-Servs, Newsgroups, etc.

1. It is the policy of the City to maximize the cost-effective use of its computer systems as a means to improve efficiency and productivity. All Councilmembers are responsible for using the Internet resources in an effective, ethical, and lawful manner, and in accordance with this policy.
2. Access to the City e-mail (Outlook web access) from any remote computer that has internet access may be granted to City officials, as approved by the Mayor. Those approved to have this access must maintain virus protection software on their connections. Failure to maintain virus protection may result in the access being revoked.
3. Limited personal use may only consist of browser capability and may not include ListServs, Newsgroups, Chat Rooms or other capabilities.
4. Using City equipment or City internet connection to violate the integrity of another system (hacking) is prohibited.

SYSTEM SECURITY

1. Acquisition of computer equipment. All acquisitions of information systems components will be coordinated through the Information Technologies Department. This includes demonstration hardware and software used for evaluation purposes as well as products acquired for ongoing use.
2. Conscientious care. All Councilmembers are responsible for care of the personal computer system components that they are assigned or using. Councilmembers are responsible for promptly reporting any equipment, software and data damage and/or destruction of which they become aware. Any damage caused by personal use, including repair costs, will be the responsibility of the Councilmember.
3. Downloading/installing software (including upgrades and screensavers). The City computer system is designed to work in a network environment. Installation of unauthorized software can result in damaging the integrity of the system. Councilmembers should not download or install software on any City-owned computer. If additional software is required, a request should be addressed to the Information Services Service Desk.
4. Downloading files from the Internet. Councilmembers are individually and directly responsible for checking files for viruses using the latest version of the recommended virus-checking program. Downloading or uploading files is restricted to City business.
5. Unauthorized access. Councilmembers are prohibited from using "loopholes" or knowledge or a special password to damage computer systems, obtain extra resources, or to gain access to systems for which proper authorization has been given. Councilmembers are responsible for keeping their password confidential and not sharing it with other users.

6. Use of aliases. Use of aliases while using the Internet or internal e-mail is prohibited. Anonymous messages and anonymous newsgroup postings are prohibited.
7. Unlicensed or copied software is prohibited on any City computer. No Councilmember may use unlicensed or copied software on any City computer. The City shall seek reimbursement from any Councilmember who installs, downloads, uses or authorizes the use of any unlicensed or copied software on any City computer, or any fines, costs or other expenses incurred by the City resulting from such use.

MONITORING, ENFORCEMENT AND PENALTIES

1. All hardware, software, programs, applications, templates, data and data files residing on City information systems or storage media, whether City business or personal, are the property of the City of Auburn. The City retains the right to access, copy and change, alter, modify, destroy, delete or erase this property without prior notice to Councilmembers.
2. The City retains the right to monitor and audit the use of e-mail and Internet use. The right to use these technologies does not include the right to privacy.
3. Deleted documents, messages and data may be retrieved from a variety of points in the network. Councilmembers should assume that electronic evidence discovery might recover deleted or unsaved data.
4. Councilmembers' use of a personal Internet account on City equipment is to be arranged through the Information Technologies service desk and is subject to the provisions of this policy. Said Councilmembers should be aware that their personal e-mail and electronic files could be monitored by the City and could be reviewed as part of a Public Records request.

9. E-MAIL ETIQUETTE

City Policy Reference 200-16

City of Auburn's E-Mail Policy

Computer systems, network utilities and electronic mail are powerful business tools. These systems are designed to foster open and efficient communications. The Electronic Messaging System, like paper files and notebooks, is an asset provided to City personnel to assist them in performing their work efficiently and for limited personal use. These tools, and the work product they contain, are the property of the City. Please use your good judgment as you use the electronic mail system. While it is the general intention of the City to keep electronic mail private, it is possible that other people may view other's electronic mail messages, the recipient may route the message to others, or the City may be required to provide public disclosure of e-mail messages. You should assume that any message may be viewed by persons other than the recipient and format your messages accordingly. All messages should be composed with the expectation that they will be made public.

Getting The Message Across

Electronic mail, or e-mail, is unique. Once sent, it will wait for the recipient for hours or days. It is more tangible than voice mail and faster than paper mail. By saving copies of messages and responses, a record of communications can be built and saved. It also is useful for sharing documents in electronic form. The unique qualities of electronic mail make it an extremely useful tool in the business place. For those who spend much of their time at a desktop computer or a terminal on a network, e-mail can provide an immediate messaging service and mailbox.

Privacy vs. Public Disclosure Issues

All e-mail messages are considered to be public records and the public has the right to examine public records. Therefore, if you are concerned about public disclosure or internal disclosure, e-mail should not be used as a communication tool. Confidential and sensitive issues should not be communicated via e-mail. A user, in forwarding a message that originates from someone else, may not make changes to that message without clearly notes that changes were made to the message and the identity of the person making the changes.

Alternatives To E-Mail

The City Intranet is a better way for making announcements such as retirement parties or broad policy statements. Telephones provide a more immediate response and can be a better way to make initial contacts with people. Memos and internal mail are best for sending specific policy statements, financial forms, and documentation. The US Postal Service, UPS, Federal Express and other such companies are the best way to send and receive external business documents. One-on-one meetings are still a good way of communicating info.

Messages

E-mail is best for short messages. A message of one to five paragraphs or one that takes only one screen is most likely to be read and used. When composing your message, take a few extra seconds to think of an accurate description of the message to put in the subject field. Titles such as "???" or "more stuff" are less useful than "Network Questions" or "New Uses for Bulletin Board System." If you are sending e-mail to someone you have not met or dealt with in a long time, it is a good idea to let them first know who you are and why you want their attention. ("Hi, I work for Purchasing and have a question about...")

Attachments

The attachment feature of e-mail programs allows you to send files, such as spreadsheets and formatted documents to other computer users. When you send attachments, be certain that the receiver can read them. Just because a document can be attached to a message does not mean that the person at the other end can read it. For instance, if you attach an

Excel spreadsheet to an e-mail note and the recipient of the note does not have Excel on their PC, then they will not be able to open the attachment.

Language And Behavior

Good E-mail is businesslike and free from obscene, pornographic, sexual, harassing, menacing defamatory, threatening or otherwise offensive language. The City does not tolerate racism, sexism, and other inappropriate behavior. It is also not tolerated in the e-mail environment.

Some people will send an angry e-mail message; one that they would never say in person. Take a minute before you respond. Be careful about which words you use and how you say them. Remember that messages can be printed or forwarded. Do not say things you may regret later.

Mail Lists

Mailing lists, called Personal Groups, are a useful tool. If you are working and exchanging mail with a group of people on a regular basis, a Personal Group allows you to send the same message to all of them by entering only one address. You may want to build a Personal Group that will target your regular or special group of mail recipients. The Help File accessible through your e-mail can help you set up Personal Groups.

"Junk" Mail

"Junk" e-mail is inevitable. Try not to generate it yourself by limiting your general broadcasts. Target your audience carefully by making use of Personal Groups. If you must send a large mailing, try not to use attachments; including attachments increases the load on the network and can be costly when you consider the amount of time it takes to open an attachment. Delete e-mail you consider "junk", before opening it.

Personal Business

Use of e-mail is primarily to be reserved for official City business. However, limited personal use is authorized. There shall be no negative impact or disruption to either the sender's or receiver's performance of public duties (i.e. forwarding jokes takes time away from the job and wastes computer memory).

Return Receipts

Leave "Return Receipt" turned off unless a return receipt is absolutely necessary. Return receipts also slow down the e-mail system. If everyone requested a return receipt for each message they sent, it would double the traffic load on the mail system.

Glossary of Terms

Attachment
A file that is included with a message. It is displayed in the message as an icon, representing the type of file it is.

Broadcast
Distribution of a message to a wide number of mail users.

Intranet
A computer system used as an information source and message system. It is similar to a physical bulletin board, but messages are posted electronically on a computer bulletin board system.

E-Mail
Electronic mail

"Junk" Mail
A broadcast that includes individuals who do not need or want the information contained in the message.

Personal Groups
Assignment of a single name to multiple users. When the group name is added to the recipient list for a message, each individual in that group receives the message.

Return Receipt
Displays the date and time the message you sent was opened by the recipient.

10. CELLULAR PHONE & TABLET

City Policy Reference 200-16A
RCW 46.61.672
WAC 204-10

PURPOSE
To establish a policy that provides for and regulates cellular phone and tablet use by City personnel.

POLICY

The City of Auburn recognizes that cellular phones and tablets are an important and necessary tool in the performance of certain job duties. For those who have a valid business purpose, the City of Auburn provides cell phones and tablets for City business use.

Cell phone and tablet use can create distractions for drivers. City Personnel are prohibited from texting, using e-mail, or performing any other operation with electronic equipment, while driving a vehicle on City business. If a cell phone must be used while driving, all personnel must follow Washington State Law and use the cell phone in a "hand-free mode". "Hands-free mode" means the use of a wireless communication device with a speaker phone, headset, or earpiece.

USAGE POLICY. The City of Auburn issues cellular phones to allow efficient and cost-effective execution of City business. All City use cellular phones and services will be acquired and/or approved by the Information Technology Department.

The City of Auburn audits all City-provided cellular phone services (voice minutes used, text messages sent/received, and data service use) which include a review of the monthly billing by the individual's supervisor.

Most wireless transmissions are not secure. Therefore, individuals using wireless services should use discretion in relaying confidential information. Reasonable precautions should be made to prevent equipment theft and vandalism to City-issued cellular phones.

Cellular phone use by a driver of City-owned vehicles or by a driver of a privately owned or leased/rented vehicle, when driving to or from City business, is prohibited unless "hands-free" is used.

When using a cell phone in a "hands-free mode" dialing of the phone shall only be done when the vehicle is stopped or through the use of voice activated commands. Texting while driving a vehicle is prohibited.

PERSONAL USE OF CITY-PROVIDED CELLULAR PHONES. City-provided cellular phone use is billed on a time-used basis and intended for City business only. Emergency personal use should be limited to 3 minutes or less.

11. CITY OWNED VEHICLES, EQUIPMENT

City Policy Reference 200-11

PURPOSE
To establish a policy regarding personal use of City owned vehicles, equipment and materials.

POLICY
City owned vehicles, equipment, materials, or services for personal convenience or profit is prohibited. Use is to be restricted to such services as are available to the public generally, for the authorized conduct of official business, and for such purposes and under such conditions as are directed by administrative order of the chief executive officer of the City (Mayor).

DEFINITIONS
Vehicles: Automobiles, vans, trucks, tractors and other specialty vehicles

Equipment: Telephones, computers, copy machines, fax machines, or other office equipment provided for the accomplishment of clerical tasks; tools and equipment used to repair facilities, grounds, and vehicles; and/or any other type of city owned property.

Materials: Paper, pens, other desk and office supplies; items such as fertilizer, cleaner, pesticide, etc., used in grounds and facilities maintenance; and operational supplies used to repair, clean or fuel equipment.

Services: Any service provided by the City in the performance of its municipal responsibilities.

PROCEDURE

City Mail Room: The City mail room will not accept personal packages from City personnel to be mailed or packages of a personal nature mailed to City personnel at the City address. The mail room is very busy with business related mail distribution and other responsibilities. Personal letters that are self-stamped and sealed will be accepted and mailed by the City mail room. However, the City will not be responsible if a letter is not delivered to the recipient.

12. USE OF PERSONAL VEHICLES

City Policy Reference 200-17

PURPOSE

To document the policy for the use of personal vehicles for official city business.

POLICY

The City encourages City personnel to use city-owned vehicles for official city business; however, the use of personal vehicles is allowed per the following guidelines:

1. LIABILITY INSURANCE. Those who use personal vehicles for city business must purchase and maintain auto liability insurance that meets or exceeds the state's minimum requirements for bodily injury and property damage and must keep a copy of proof of insurance in their vehicle at all times. In the event of an accident the individual's personal auto insurance provides the primary coverage, and the City's liability insurance provides coverage in excess of that policy. The City does not provide collision or comprehensive insurance coverage for personal vehicles even when used for official city business. In some cases an individual's insurance company may require a special endorsement for business use; therefore, those individuals should contact their insurance agent to determine if special coverage is required.

2. DRIVING UNDER THE INFLUENCE OF DRUGS AND ALCOHOL. Driving any vehicle on city business during or after consumption or drugs, alcohol or prescription medication that affect driving ability is strictly prohibited per the City's Alcohol and Drug Free Work Environment Polic.

3. COMPENSATION FOR BUSINESS USE OF PERSONAL VEHICLES. The City will compensate City personnel who use personal vehicles for official City business on a per mile basis at the current standard mileage rate established by the Federal Government. To receive compensation for local mileage, City personnel must submit a Travel Authorization and Explain Claim form per the City's Travel Authorization & Reimbursement for Business-Related Travel Expenses Policy.

13. WORKPLACE INSPECTIONS

City Policy Reference 200-33

PURPOSE
The City of Auburn has a responsibility to ensure a safe workplace and conduct any related investigations in a timely and thorough manner. For these, and any other reason the City determines appropriate and necessary, the City has a right to conduct random and unannounced inspections workspaces.

POLICY

The City provides equipment, furniture/lockers, vehicles, materials and other items for the use by City personnel in their conduct of official City business. The City does not assume responsibility for any theft or damage to any personal belongings occurring within the workplace.

The City of Auburn retains the right to conduct random and unannounced inspections of workspaces.

14. WORKPLACE HEALTH AND SAFETY

City Policy Reference 300-01

PURPOSE
To document the City of Auburn's policy on workplace health and safety.

POLICY
The City of Auburn takes the health and safety of its workforce seriously and will comply with all applicable federal, state and local health and safety regulations to provide a work environment free from recognized hazards likely to cause injury, illness or death.

15. ID BADGES

City Policy Reference 200-38

PURPOSE
To establish the City's policy on City personnel identification and building access badges.

POLICY

The City utilizes a keyless entry ID Badge Access system for entry to most City building. Building access assignments are made by Human Resources based on position, assigned responsibilities and individual building policies. Overside of badge access systems management is a collaborative effort involving Human Resources, Facilities and Information & Technology.

The City will issue photo identification access badges to all elected officials, full-time, part-time and non-benefitted employees. Volunteers will receive non-photo identification/building access

badges, unless they are volunteering in the Police Department or Emergency Management Division, in which case they will receive a photo identification/building access badge.

16. DRESS FOR YOUR DAY

City Policy Reference 200-39

PURPOSE

The policy articulates the City's "Dress for Your Day" philosophy and provides a flexible and reasonable dress standard for all. This policy is to support a work environment that is comfortable and inclusive for all City personnel.

Ultimately, the racially, gender, religiously, and politically inclusive business casual dress code aims to balance individual expression, professionalism, and safety requirements, fostering an environment where all feel valued, respected, and able to perform their duties effectively.

POLICY - DRESS FOR YOUR DAY

1. The City's "Dress for your Day" philosophy encourages individuality and personal discretion by allowing individuals to tailor their clothing choices to the day-to-day demands of their role and the work that they perform. Individuals should consider their day's schedule, tasks being performed, and the people with whom they'll have interaction.
2. Good judgment should always be applied when making decisions on workday attire. Dress for Your Day embodies the basic sentiment that the City trusts individuals to know how to exercise good judgment in choosing clothing for the workday. This philosophy is intended to reinforce that trust.
3. General Expectations. To provide guidance, some minimum standards are outlined below.
    a. Casual is the default dress code. Casual is defined as all shirts with collars, crewneck or v-neck shirts, blouses, and golf and polo shirts. Casual slacks and trousers, jeans without holes, etc. Dresses/skirts that are mid-thigh or longer, except for safety sensitive positions prohibited by the Department of Labor & Industries. Clean, athletic shoes, casual slip-on or tie shoes and dress sandals.
    b. Business attire may be necessary for meetings with elected officials, community members or customers, colleagues or networking opportunities. Business attire is defined as all shirts with collars, blouses, and golf and polo shirts. Slacks and trousers. Dresses/skirts that are mid-thigh or longer. Slip on or tie shoes, dress sandals and clean athletic shoes.
    c. Attire and appearance should be clean and appropriate to the workday.
    d. Hats should have the City of Auburn logo to aid in identification when serving the public.
4. Inappropriate Attire. It would be impossible to provide an exhaustive list of what is or is not acceptable when it comes to appropriate attire. That said, below are some examples of inappropriate or unprofessional attire. This list is not intended to be exhaustive.
    a. Garments that are dirty, ripped, extremely worn or threadbare.
    b. Attire printed with social movements, counter movement, or political affiliations.
    c. Sleepwear, including slippers.

d. Beachwear, including flip-flops, swimwear and shorts.
e. Shirt or blouse that ends above the waist, exposing a midriff section.
f. Exercise gear is generally not appropriate but may be worn when participating in wellness, recreation or City-based activities.
g. Applying the Dress for Your Day standard, beach wear and/or exercise gear would be reasonable attire for parks/recreation staff.
h. Heavily scented lotions, perfumes, colognes should be generally avoided, as some people have scent allergies and sensitivities. Where specific disability accommodations have been put in place, use of such products may be formally restricted.

17. PUBLIC RECORDS REQUESTS

City Policy Reference 400-03

PURPOSE
To establish the procedures the City of Auburn ("City") will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the City and establish processes for both requestors and the City staff.

POLICY
RCW 42.56.070 (1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency.

RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency. The City adopts by reference the list of exemptions found in Appendix C of the Public Records Act for Washington Cities, Counties, and Special Purpose Districts published by Municipal Research & Service Center, last update March 2019, as that list may be amended.

In accordance with RCW 42.56.070(4)(a), the City finds that the City is comprised of multiple departments, which maintain separate databases and document management systems. The City further concludes that because of the multiple locations, formats, and storage systems, it is unduly burdensome to main an all-inclusive index of public records. Therefore, the City does not maintain an all-inclusive index of public records.

18. ELECTRONIC SIGNATURES

City Policy Reference 400-04

PURPOSE AND ADMINISTRATION
To establish an electronic signature policy for the City.

This policy may be modified, rescinded, or replaced at any time by the City Attorney.

POLICY

The City recognizes electronic signatures as legally binding and equivalent in force and effect as an original handwritten signature and authorizes the use of an electronic signature platform to affix signatures to City records as provided in this policy. Electronic signatures may be affixed to all records not legally required to have an original handwritten signature, including but not limited to, meeting minutes, resolutions, ordinances, engineering records, and any and all leases, contracts, and agreements to which the City is a signatory.

Electronic signatures may be used on City records requiring execution by a third party. Electronic signatures cannot be applied using another employee's name. Records signed by a designee on behalf of the Mayor, City Clerk, City Attorney, City Engineer, Engineer of Record or Department Director shall use the designee's own electronic signature.

If an electronic signature is used for interstate transactions or for documents required by the U.S. Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act. This policy in no way affects the City's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of original handwritten signatures.

19. PETITIONS AND SIGNATURE DRIVES AT CITY HALL

City Policy Reference 500-1

PURPOSE

It is the purpose and intent of this policy to make available at City Hall and other public facilities of the City access to and an opportunity for exchange of information. There are occasions when public service projects and matters of community interest would warrant the use of City Hall and other City facilities. Among the methods that information may be gathered and shared are petitions and signature drives. However, state law (RCW 42.17.130) provides strict limitations on the use of public facilities for political campaigns, ballot measures and elections matters. Accordingly, the accessibility and availability of City Hall and other City facilities for petitions and signature drives related to political campaigns, ballot measures and elections matters must be curtailed in accordance with state law. Therefore, in order to provide for distinction between those petitions and signature drives that are election related and those that are community oriented but unrelated to election matters, a policy should be implemented.

POLICY

Whenever proponents of a petition or signature drive wish to solicit signatures and have petitions available for signature at City Hall and other City facilities, the Community Development Director shall screen the petitions and signature drives to assess whether they have any relationship to any political campaigns, ballot measures or election matters.

1. If the Community Development Director determines that the signature drive or petition is related to any ballot measure, election or candidacy, it shall be denied permission to utilize City Hall or other City facilities.
2. If the Community Development Director determines that the petition or signature drive is unrelated to any political campaigns, ballot measures or elections matters, the Community Development Director shall then assess whether the petition or signature

drive is community oriented or directed to issues and matters objectively beneficial to the City.

3. If the Community Development Director determines that the signature drive or petition is not community oriented or directed to issues and matters objectively beneficial to the City, it shall be denied permission to utilize City Hall or other City facilities.
4. On the other hand, if the Community Development Director determines that the signature drive or petition is community oriented or directed to issues and matters objectively beneficial to the City, it may be granted permission to utilize City Hall or other City facilities, subject to reasonable space and access considerations.
5. In considering whether the signature drive or petition is community oriented and/or directed to issues and matters objectively beneficial to the City, the Community Development Director shall consider whether it meets or promotes a legitimate municipal/governmental purpose and whether it does so in a way that is fair and responsible.

20. OBSTRUCTION OF ACCESS TO CITY FACILITIES

City Policy Reference 500-2

PURPOSE
To establish a policy that bans use of entry-plaza areas around City Hall, as well as use of other City facilities for purposes different than those for which they were intended, or which interferes with or which could interfere with the intended uses.

POLICY
People are prohibited and prevented from any use of City facilities that interferes with the purposes for which the City facilities were intended, or which interferes with or obstructs safe, clean access to City facilities. This includes, but is not limited to use of bicycles, scooters, skates, skateboards and similar vehicles in the entry-plaza areas around City Hall.

21. TRAVEL AUTHORIZATION

City Policy Reference 100-11
RCW 42.24
Auburn Municipal Code 2.54

PURPOSE
To provide Councilmembers who incur authorized travel, subsistence, registration and related expenses while on City business, reasonable and timely mechanisms for reimbursement and/or the advancement of such necessary expenditures.

It is also recognized that City payment of business-related food and beverage for non-travel purposes will be incurred by Councilmembers wherein reimbursement will be provided. This policy also served to provide guidelines by which to determine whether or not expenditure by a Councilmember may be reimbursable to that Councilmember, and by which to determine refreshments and related costs served or made available at meetings involving volunteers and other quasi-employees are legitimate City expenditures.

POLICY

The City will pay reasonable and necessary expenses incurred by Councilmembers while conducting authorized City business. When incurring such expenses, Councilmembers must be sensitive to public expectations as to the use of public moneys and the need to use good judgment. The City will not pay ineligible expenses such as alcoholic drinks, expenses incurred by a spouse or another person, and first-class travel, nor will the City pay expenses judged excessive, extravagant, unnecessary or unreasonable.

It shall be the policy of the City to allow attendance and participation of City elected and appointed officials, employees, members of boards, and commissions at meetings and conventions when such participation is determined to be in the public interest. It shall be understood that all subsistence rates, allowances and payments provided to City employees/officials through the implementation of this policy shall only be paid when such employee or official is engaged in duly authorized City business and not for any other purposes.

22. USE OF CITY CREDIT CARDS

City Policy Reference 100-12
RCW 43.09.2855
Auburn Municipal Code 3.10.020

PURPOSE

1.1 To establish a policy and procedure related to the distribution, authorization, control and use of City credit cards.

1.2 To establish credit limits and payment of bills related to City credit cards.

POLICY

The City of Auburn finds that the use of credits cards is a customary and economical business practice to improve cash management, reduce costs and increase efficiency.

Use of Credit Cards shall be limited to the following:

- Extraordinary and/or emergency type circumstances;
- Advance payment for budgeted and authorized training classes/ seminars;
- Advance payment for budgeted and authorized purchases made via the internet;
- Budgeted, approved. travel including costs associated with such travel (advance payment of airline fares, lodging, registration fees, and tuition);
- Non -travel status meals (see receipt requirement in section 5. 4);
- Travel status meals limited to the. Per Diem rate (see requirements in section 5. 4).
- See also the Travel. Authorization & Reimbursement for Business - Related Travel. Expenses policy, No. 100- 11.

All credit card receipts must be itemized or have an itemized receipt accompanying them. Meal receipts shall include a detail of food and beverages served. Meals purchased in travel status will be limited to per diem amounts. If the per diem rate is exceeded, the card user must reimburse the City.

Personal charges to City credit cards are not allowed under any circumstance

Disallowed charges, or charges not properly identified, will be paid by the card user before the charge card billing is due. Failure to do so will render the card user personally liable for the unpaid amount, plus interest and/ or any fees at the rate charged by the bank that issued the card.

Cash advances on all City credit cards are prohibited.

23. PURCHASING CARDS

City Policy Reference 100-15

PURPOSE
To establish policies and procedures for employees regarding the use of purchasing cards to procure goods or services for official City business purposes.

POLICY
It is the policy of the City of Auburn to authorize cardholders to make purchases using a City of Auburn purchasing card. Use of purchasing cards will reduce costs associated with processing invoices and purchase orders by departments and accounts payable and maintain good business relations with suppliers through prompt payments.

Authorized cardholders are responsible for becoming knowledgeable with proper use of the card, authorized expenditures, and the documentation requirements. Authorized cardholders are to use the cards only for official City business.

All purchasing cards will be issued to the City of Auburn in the name of the authorized cardholder. The purchasing card must be maintained on person or otherwise secured in a manner to maintain control of the card. For safety purposes the authorized cardholder' s identification or social security number is not associated with the card.

Purchasing Card Program Cardholder Responsibilities:

1. Be accountable and responsible for the purchasing card in his/ her name at all times.
2. Use the purchasing card for official City business only and not personal use or cash advances. The Purchasing Card Agreement between the cardholder and the City must be completed and signed by the cardholder and Pcard Program Administrator (Finance A/ P) before the purchasing card will be issued. The Purchasing Card Agreement and its terms are incorporated as part of this policy.
3. Obtain and retain original receipts, packing slips, and shipping documents for each purchase made with the purchasing card. A monthly report will be provided by the cardholder.
4. Reconcile, or arrange for the reconciliation of, the purchasing card monthly report/ statement. Confirm that original receipts documenting all transactions on the report are supportable as appropriate City expenditures are attached to the report. Have the monthly report reviewed and approved according to internal department policies and submitted to the Finance Department by the appropriate due dates. Include appropriate additional documentation when consistent with other City policies (i. e., travel authorization forms).

5. All purchasing card purchases must comply with the City of Auburn Purchasing and Travel policies and procedures. The purchasing card is not to be used as a substitute for contracts.

6. The use of the purchasing card does not relieve the cardholder from complying with other State, City, and department policies and procedures. The purchasing card is not intended to replace effective procurement planning, which can result in quantity discounts, a reduced number of trips, and more efficient use of City resources.

7. The authorized cardholder is the only person entitled to use the purchasing card that has their name on the face of the card. Purchasing cards should be treated with extreme care in the same manner as a personal credit card. The cardholder is responsible for reporting a lost or stolen card immediately to their supervisor and Purchasing Card Program Administrator (Finance A/P).

DEFINITIONS:

AUTHORIZED CARDHOLDERS. The Mayor, City Council members, and authorized full or part-time regular City employees are eligible to use purchasing cards. Temporary employees are not authorized to use purchasing cards.

PURCHASING CARDS. Will be a credit card with a Visa logo issued from the bank or procurement card program of the City's choice.

Chapter 10
Leaving Office

10.01 Return of Materials and Equipment

During their service on the City Council, members may have acquired or been provided with equipment such as computers or other items entailing a significant expense, as well as copies of the Bothell Municipal Code, *Imagine Bothell...,* Comprehensive Plan, mailbox key, etc. These items are to be returned to the City at the conclusion of a member's term.

10.02 Filling Council Vacancies

A. Purpose

The purpose of this section is to provide guidance to the City Council when a Bothell Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.

B. References

RCW 42.30.110 (H) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective office.

RCW 42.30.060 – Prohibition on Secret Ballots.

RCW 42.12 – Vacant Position.

RCW 35A.13.020 – Vacancies – Filling of Vacancies in Council/Manager Form of Government.

C. Appointment Process

(1) A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember who is vacating their position cannot participate in the appointment process.

(2) The City Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.

(3) The City Clerk's Office shall prepare and submit a display advertisement to the City's official newspaper, with courtesy copies to all other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Bothell, and (b) have a one (1) year residency in the City of Bothell. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate.

(4) The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at City of Bothell offices and on the City's official website. Copies of the display advertisement will be provided to current members of the City of Bothell commissions, committees, task forces and other City-sponsored community groups.

(5) Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office, to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

(6) The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special City Council meeting.

(7) The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.

(8) Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.

D. Interview Meeting

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

(1) The applicant shall present their credentials to the City Council. (5 minutes)

(2) The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions, and will have 2 minutes to answer each question. (14 minutes)

(3) An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions. (10 minutes)

(4) The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.

(5) The Council may reduce the 30-minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

E. Voting

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations and votes taken by the Council shall be in open public session.

(1) The Mayor shall ask for nominations from the Councilmembers for the purpose of creating a group of candidates to consider. No second is needed.

(2) Nominations are closed by a motion, second and majority vote of the Council.

(3) Councilmembers may deliberate on such matters as criteria for selection and the nominated group of candidates.

(4) The Mayor shall poll Councilmembers to ascertain that Councilmembers are prepared to vote.

(5) The City Clerk shall proceed with a roll-call vote.

(6) Elections will continue until a nominee receives a majority vote of the remaining Councilmembers.

(7) At any time during the election process, the City Council may postpone elections until a date certain or regular meeting if a majority vote has not been received.

(8) Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.

(9) The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and shall be sworn into office by the City Clerk at the earliest opportunity or no later than the next regularly scheduled City Council meeting.

(10) If the City Council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, pursuant to RCW 42.12.070(4), the county in which all or the largest geographic portion of the city is located shall appoint a qualified person to fill the vacancy.

2.08 Council Attendance

At the beginning of each Council Meeting, the Mayor will excuse any Councilmember who has contacted the Mayor or City Manager's office prior to the meeting to notify them of their absence.

"Excused" is when the Mayor, Presiding Officer, City Manager's office, or staff liaison (for advisory boards), receives notification of an absence prior to a meeting.

"Unexcused or absent" is when the Mayor, Presiding Officer, City Manager's office, or staff liaison (for advisory boards), does not receive notification of an absence prior to a meeting.

A council position becomes vacant if a Councilmember is unexcused or absent for three consecutive Regular meetings of the Council.

(RCW 35A.12.060 as now or hereafter amended).

2.09 Council Vacancy

A Council position is officially declared vacant upon the resignation, recall, forfeiture of position, or death of a Councilmember. The remaining members of the governing body shall appoint a qualified person to fill the vacant position (RCW 35A.13.020).

Resignation Process

Council must receive a written notice with an effective date of resignation. The resignation is effective as of the date provided in the written notice. Council accepts the resignation by a motion and vote.

Appointment Process

The City Manager's office coordinates the recruitment process.

1. The City Manager's office issues an advertisement to the local paper and other media outlets for a 2-3-week period. The announcement includes the requirements necessary to hold office, time to be served in the vacant position, election information, salary information, Council duties, and the deadline date and time for submitting applications (RCW 35A.13.020).

2. The City Manager prepares an application form that requests appropriate information for Council consideration of the applicants. Applications will be available at City Hall, and posted on the website.

3. Applications received by the deadline are copied and distributed to the Council. Packets may contain additional information, such as resumes and references.

4. Prior to interviews, the Mayor requests and accepts suggested interview questions from each Councilmember.

5. The Clerk's office publishes the required public notice for the meeting scheduled for interviewing applicants for consideration for the vacant position.

6. The Clerk's office notifies applicants of the location, date and time of the Council interviews.

Interview Requirements

- Interviews with candidates must be held in an open public meeting.
- The applicants' order of appearance will be determined by the date and time when the application was received.
- The decision as to which applicants to interview will be determined by the Council based on the information contained in the application form.
- The Council will ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and answer the same set of questions. Follow-up questions, based upon responses, are permitted.
- An informal question and answer period in which Councilmembers ask and receive answers to miscellaneous questions may be set aside for 10 minutes upon approval of a majority of Councilmembers.

Voting

1. Upon completion of the interviews, the Council may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by Council must be in open public session. The Council may not determine who to select or reach a consensus on a preferred candidate in Executive Session.

2. The Mayor asks for nominations from Councilmembers for the purpose of creating a group of candidates to be considered. No second is needed.

3. Nominations are closed by a motion, second, and majority vote of Council.

4. Councilmembers may deliberate on matters such as criteria for selection and the nominated group of candidates.

5. The Mayor polls the Councilmembers to ascertain if they are prepared to vote. Voting must take place in a manner in which the public is notified as to the vote of each existing Councilmember for which candidate. If there is more than one candidate, a vote must be taken for each candidate to record each Councilmember's vote.

6. The City Clerk records the votes in the meeting minutes.

7. The selection of a candidate to fill the vacancy is made by a majority vote of the remaining six members of the Council.

8. If a majority vote is not received for a candidate, the Council may postpone elections until another date.

9. The Mayor declares the nominee receiving the majority vote as the new Councilmember to be sworn in immediately after the effective date of the resignation.

10. The term of the candidate selected to fill the vacancy will be in effect until a person is elected at the next regular election for municipal officers. The interim term would then end, and the new term begin upon certification of election results.

11. If the Council does not appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the County Commissioners will appoint a person to fill the vacancy (RCW 42.12.070).

2.10 New Councilmember Orientation

Newly-elected Councilmembers are an integral part of the City team. The City Manager's office coordinates an orientation process, schedules interviews with the City Manager and Department Directors, and provides opportunities for tours of City facilities and infrastructure. The City Manager's office also coordinates Open Government Trainings, as required by state law (RCW 42.56.150). Councilmembers are encouraged to attend the Association of Washington Cities (AWC) annual new member orientation. The Mayor and existing Councilmembers welcome and mentor new members, share perspectives and insights, and discuss priorities, procedures, and protocols.

2.11 Appointment and Role of City Manager

The City Manager is the chief administrative officer of the City, appointed by and accountable to the Council.

The City Manager is responsible for the effective administration and management of the City and the efficient delivery of all City services. The City Manager appoints and supervises all Department Directors. The City Manager is responsible for all hiring and employment decisions, the approval of all operating rules and procedures, ensuring quality performance, proper financial management of City funds, and carrying out the policy directives of the Council.

The City Manager prepares the annual budget for Council approval, assists in the identification of community priorities, and facilitates public involvement and participation in key areas of policy development and service delivery. The City Manager proposes policy recommendations to the Council, advises on matters of community interest, and supplies facts and information as appropriate to provide the Council with a comprehensive basis for making decisions and establishing annual goals and priorities for the City. The City Manager also attends and represents the City on various intergovernmental committees (RCW 35.A.13.080).

The Council evaluates the City Manager's performance on an annual basis, generally in the first quarter of the calendar year, to ensure that both the Council and the City Manager are in agreement about performance and goals based upon mutual trust and common objectives.

CITY OF Vancouver WASHINGTON

POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX Administrative/Council/City Manager			
Subject	**Number** 100-38	**REV.** D	**Effective Date** 12/13/21	**Page 1 of 6**
Filling City Council Vacancies	**Supersedes** 9/24/18	**Prepared by:** [City Manager]	**Approved by:** [Mayor]	

1.0 Purpose

The purpose of this policy is to provide guidance to City Council when a Vancouver Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only to serve the remainder of the unexpired term until the next regular election.

2.0 Organizations Affected

City Council/City Manager

3.0 References

Vancouver City Charter – Sections 2.01 Terms; 2.02 Qualifications; 2.06 Vacancies Defined; 2.08 Vacancies in Council

RCW 29A.60.270 Beginning of terms; RCW 29A.60.280 Term of office; 42.30.110(h) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment of Elective Office; RCW 42.30.060 – Prohibitions on Secret Ballots; RCW 42.12 – Vacant Position

City Council Resolution M-3274, January 3, 2000
City Council Resolution, M-3730, January 3, 2011
City Council Resolution M-3980, September 24, 2018
City Council Resolution M-4157, December 13, 2021

4.0 Notification Process

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in City of Vancouver Charter, Section 2.06, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The

Councilmember who is vacating their position cannot participate in the appointment process.

Vacancies in the City Council shall be filled by a majority vote of the remaining members of the City Council. Such appointee shall hold office only until the next regular general election, at which time the appointee may run to serve the remainder of the unexpired term.

City Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity. In the case of a councilmember submitting an intent to resign, the application process may commence prior to the effective date of the resignation. The overall length of the process timeline should allow for the expedient conclusion of the appointment process, but also sufficient time for Council evaluation of candidates. The City Manager's Office will propose an appointment schedule to the Council prior to advertisement of the vacancy.

The City Manager's Office shall prepare and submit a display advertisement to *The Columbian, Oregonian and Daily Insider,* posted on the City's website and social media site, distributed via the City's internal and external newsletter services *(Currents, Emma, Office of Neighborhoods, etc.),* and distributed to all current members of Vancouver advisory boards, commissions, committees, and task forces (per Council policy 100-06) via email to the staff of those bodies with copies to other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant be a qualified elector[1] and hold no other public office; and have no employment under the city government.

This display advertisement shall be published once each week for two consecutive weeks. This display advertisement shall contain other information, including, but not limited to:; time to be served in the vacant position; election information, including qualifications of an elected official; salary information; Councilmember powers and duties; complete list of materials required to apply for appointment; the deadline date and time for submitting applications; interview and appointment schedules; and such other information that the City Council deems appropriate.

5.0 Application Process

5.1 The Application

The City Manager's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. The application form will request the following information from the applicant:

- Pertinent contact information
- Confirmation the applicant is a qualified elector[1]

[1] To be a "qualified elector" a person must be at least 18; a citizen of the United States; have lived in the city for at least 30 days prior to the election at which they offer to vote; have not been convicted of a felony unless their civil rights have been restored. Washington State Constitution Article VI, Section1.

- Answers to the following:
  1. Is there anything in your background that would attract heightened public scrutiny if undisclosed and later discovered?
  2. Please give a brief summary of your background and experience, including education, work history and civic engagement activities.
  3. Why are you seeking appointment to the City Council? What do you feel your qualifications are for the position?

Applications will be available at City of Vancouver offices, on the City's website and such other locations that the City Council deems appropriate.

5.2 Supplemental Materials

In addition to the application form, the applicants will also be required to provide a completed Washington State PDC form F-1 and a current resume. The F-1 form must be provided directly to the City Manager's Office. It should not be submitted on the Washington PDC website.

In addition to the required supplemental materials, candidates may also submit additional supportive information, such as a list of endorsements, up to three (3) letters of reference, and other pertinent materials. Endorsements and letters of reference should include contact information for the person(s) supporting the candidate.

5.3 Conclusion of Application Period

The application period shall be open for at least two weeks and no more than 30 days following the announcement of the vacancy and details of the appointment process. The length of the application period will be included in the proposed appointment schedule, as set forth in section 4.0.

Applications received by the deadline date and time will be copied and circulated by the City Manager's Office to the Mayor and City Council within one (1) business day following the deadline. Candidates who submit completed application packets by the deadline will be required to also submit information necessary for the City to conduct a criminal background check, the results of which will be provided to the City Council.

All completed candidate application packets will be posted on the City's website following the application deadline and delivery of the packets to the City Council. Applicant materials will be redacted for non-disclosable information prior to being made public.

6.0 Council Evaluation of Candidates

City Councilmembers, individually, will conduct an initial review of all completed applications.

Council will meet in executive session at the next Council meeting to discuss applicant qualifications. It is permissible to meet in executive session to "evaluate the qualifications of a candidate for appointment to elective office."[2] The City Manager's Office will provide Council with the results of the candidate criminal background checks during this executive session.

In the event the City receives more than 10 completed applications, each City Councilmember will submit to the Council Assistant an unranked list of names of the candidates the Councilmember wishes to move forward in the process. Each Councilmember's list should contain no more than 15 names. The Council Assistant shall aggregate all Councilmember lists into one unranked master list of the 10-15 candidates most commonly selected among the individual lists provided. The list shall be arranged in alphabetical order and shall only include the names of the candidates. This aggregated list shall be provided to the Council during the executive session held prior to the interview meeting.

Immediately following executive session, Council shall meet in public session to select which candidates to invite to participate in an interview at the next City Council meeting. The decision as to which applicants to interview will be based on the information contained in the application forms and Council's evaluation of the qualifications of the candidates. The decision as to which candidates will be interviewed will be at the sole discretion of the City Council.

The City Manager's Office shall notify applicants selected for interview of the location, date and time and format (per Section 7.0) of City Council interviews. In the event Council does not select all applicants to move forward to the interview, staff in the City Manager's Office will notify those candidates not selected of their status. Information about the interview meeting and those applicants selected for an interview will be announced to the public via a news release and posted on the City's website after all applicants have been contacted.

Prior to the date and time of the interview meeting, each Councilmember shall submit one interview question and one back-up question to the Mayor and Council Assistant. If two or more Councilmembers submit the same primary question, the Mayor shall choose whose to accept, and the back-up question(s) from the other Councilmember(s) will be used. The final list of questions will be provided to all of Council prior to the interview meeting. Each Councilmember will ask their question during the interviews.

7.0 Interview Meeting

[2] RCW 42.30.110(1)(h).

An interview meeting shall be scheduled for a regularly scheduled Council meeting. The meeting will be open to the public and broadcast and live streamed by CVTV.

At the opening of the interview meeting, the Mayor shall provide an overview of the format and ground rules for the meeting. The applicant's order of appearance also shall be determined at this time by a random lot drawing performed by the Council Assistant.

In order to ensure each candidate has a fair and equal opportunity to speak with Council, all candidates shall be sequestered at City Hall for the duration of all candidate interviews. Access to electronic devices shall be prohibited during sequestration. Candidates will be ushered to and from the City Council Chambers by a member of City staff in order to participate in their interview at the pre-determined time. Candidates will be released from sequestration upon conclusion of the final interview and may observe the remainder of the public portion of the Council meeting.

Each candidate interview shall be no more than 30 minutes in length. The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates. Each interview shall follow the following format:

- The applicant shall present their credentials to the City Council (up to 10 minutes).
- The City Council shall ask the predetermined set of questions, one question per Councilmember, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question (up to 14 minutes)
- An informal question-and-answer period during which Councilmembers may ask and receive answers to miscellaneous or follow-up questions (remainder of time).

8.0 Voting

Upon completion of the interviews, Councilmembers may convene into Executive Session to further evaluate the qualifications of the candidates; however, all interviews, nominations and votes taken by the Council shall be in open public session.

Balloting will continue until a nominee receives a majority of votes.

At any time during the balloting process, the City Council may postpone balloting until a date certain or regular meeting if a majority vote has not been received.

Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the candidate qualifications.

The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and he or she shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council Meeting.